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UNITED STATES  
AIR FORCE

*OCCUPATIONAL*  
*SURVEY REPORT*

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ACQUISITION, CONTRACTING/MANUFACTURING
JOB SERIES 0801, 0896, 1102, 1103, 1105, 1106, 1150, 1910
AFPT 90-65X-862
JUNE 1992

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OCCUPATIONAL ANALYSIS PROGRAM  
USAF OCCUPATIONAL MEASUREMENT SQUADRON  
AIR TRAINING COMMAND  
RANDOLPH AFB, TEXAS 78150-5000

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DISTRIBUTION FOR  
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		<u>EXT</u>	<u>EXT</u>	<u>INV</u>
AFIA/IMP	2			
AFMPC/DPMRPQ1	2			
AFMPC/DPMRAD5	1			
AFMPC/DPUL	3			
AL/HRD/HRMM	2		1m	
AL/HRT/DOS	1		1m	
ARMY OCCUPATIONAL SURVEY BRANCH	1			
CCAF/AYX	1			
DEFENSE TECHNICAL INFORMATION CENTER	2			
DET 5, USAFOMS (LOWRY AFB CO)	1			1
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HQ AFCC/DPATO	3			
HQ AFIC/DPATO	3			
HQ AFMC/DPUE	3			
HQ AFMC/DPUL	3			
HQ AFSPACECOM/DPAE	3			
HQ AMC/DPATJ	3			
HQ ATC/DPAEO	3			
HQ ATC/TTOA	2			
HQ PACAF/DPAE	3			
HQ USAF/AQCX	1			
HQ USAF/DPPT	1			
HQ USAFE/DPAD	3			
NODAC	1			
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## PREFACE

This report presents the results of an Air Force Occupational Survey of civilian job series related to enlisted and officer Contracting, Acquisition, and Manufacturing military specialties (AFSCs 651X0 and 65XX). Authority for conducting occupational surveys is contained in AFR 35-2. Computer products used in this report are available for use by operations and training officials.

Ms Joan Cofield developed the survey instrument, Ms Rebecca Hernandez provided computer programming support, and Ms Raquel A. Soliz provided administrative support. Mr Ted Wilcox analyzed the data and wrote the final report. Mr Jerry Clow, Chief, Management Applications Section, Occupational Analysis Flight, USAF Occupational Measurement Squadron, reviewed and approved this report for release.

Copies of this report are distributed to Air Staff sections and other interested training and management personnel. Additional copies may be requested from the Occupational Measurement Squadron, Attention: Chief, Occupational Analysis Flight (OMY), Randolph AFB TX 78150-5000.

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## SUMMARY OF RESULTS

1. Survey Coverage: The civilian survey sample was representative of the assigned population for all Job Series (JS) surveyed except JS-0801, General Engineering. Additional analysis of the JS-0801 data revealed that the survey sample was representative for all grades except GM-15.
2. Specialty Jobs: A total of 13 clusters and 8 independent jobs were identified in the work structure analysis for all personnel included in the study (enlisted, officer, and civilian). Civilian personnel were identified in 12 clusters and 6 independent jobs. Many of these jobs included a mixture of personnel from various job series; however, the civilian composition of most jobs was dominated by those working in a particular job series.
3. Analysis of Job Series Groups: While some job series performed several tasks in common with each other (i.e., JS-1102 and JS-1105), distinct differences occurred in terms of time spent on tasks or categories of tasks. Differences also were evident in other areas, such as job scope, grade level, and percentage of supervisors. For example, the average number of tasks performed ranged from a low of 25 tasks for JS-1106, Procurement Clerical and Assistance, to a high of 110 tasks for JS-1102, Contract and Procurement.
4. Analysis of Job Series by Civil Service Grades: The grades within each job series were examined to determine whether differences occurred between grades. Across all series surveyed, there were differences that occurred between grades in terms of task performance, time spent on kinds of tasks, and job scope. With few exceptions across job series, job scope increased as grades increased. The greater the difference in grade, the greater the difference in task performance and time spent on various kinds of tasks.
5. Job Satisfaction: Overall, job satisfaction is high for all job series included in this survey; however, the job satisfaction expressed by personnel in JS-1106 is generally lower than all other job series. The job satisfaction expressed by JS-1102 and JS-1103 respondents is generally higher than other job series and also higher than the enlisted and officer job satisfaction indicators.
6. Implications: Distinct differences are apparent in terms of the work performed by each of the job series included in this survey. In addition, job progression within each series is generally evident as grades increase. Finally, job satisfaction is quite high for the civilians included in this survey.

OCCUPATIONAL SURVEY REPORT  
ACQUISITION, CONTRACTING, AND MANUFACTURING RELATED CIVILIAN JOB  
SERIES  
(JOB SERIES 0801, 0896, 1102, 1103, 1105, 1106, 1150, 1910)

INTRODUCTION

This is a report of an occupational survey of selected Acquisition, Contracting, and Manufacturing related civilian job series completed by the Occupational Analysis Branch, USAF Occupational Measurement Squadron. This survey was conducted jointly with the officer Acquisition, Contracting, and Manufacturing utilization field, AFSC 65XX, and enlisted AFSC 651X0, Contracting. The officer and enlisted survey was requested by HQ ATC/TTOA, Randolph AFB TX, to obtain current task data for use in the evaluation of current training programs conducted at Lowry AFB CO. A request was also received from SAF/AQCX, Pentagon, Washington DC, to include civilian personnel in the survey based on the fact that large numbers of civilians are working in acquisition functions and that civilians are performing tasks not done by military personnel.

This report will concentrate on data relating to civilian job series (JS) 0801, 0896, 1102, 1103, 1105, 1106, 1150, 1910, and where applicable, comparisons will be made with data obtained from enlisted personnel or officers who were included in the survey. Separate reports are available covering enlisted personnel and officer personnel.

Background

Following are the descriptions for each of the JS included in this survey as drawn from U.S. Office of Personnel Management publication, "Handbook of Occupational Groups and Series."

Personnel in JS-801, General Engineering, advise on, administer, supervise, or perform research or other professional and scientific work of a special or miscellaneous character which is not specifically classifiable in any other engineering series. This work involves the application of knowledge engineering fundamentals, such as strength and strain analysis of engineering materials and structures, as well as the physical and chemical characteristics of engineering materials.

Those personnel working in JS-896, Industrial Engineering, are involved with the planning, design, analysis, improvement, and installation of integrated systems of employees, materials, and equipment to produce a product or service.

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Personnel working in JS-1102, Contracting, manage, supervise, perform, or develop policies or procedures for work involving the procurement of supplies, services, construction, or research and development, using formal advertising or negotiation procedures. They also evaluate contract price proposals and the administration or termination and close out of contracts.

Those in JS-1103, Industrial Property Management, perform technical work in the administration of contract provisions relating to control of Government property in the possession of contractors.

JS-1105, Purchasing, personnel are involved in the purchasing, rental, or lease of supplies, services, and equipment through informal open market methods or formal competitive bid procedures.

Personnel who work in JS-1106, Procurement Clerical and Assistance, perform work related to the clerical and technical support work for purchasing, procurement, contract negotiation, contract administration, and contract termination.

Those who work in JS-1150, Industrial Specialists, are involved with (1) developing or carrying out plans for changes to industrial facilities; (2) furnishing technical information and assistance or advice on industrial production, such as facilities, machinery, methods, or materials; (3) developing or administering provisions or regulations covering such matters as materials allocation, tariffs, export or import control; (4) conducting surveys of industrial plants to evaluate capacity and potential for production; and (5) planning, evaluating, and maintaining technical surveillance over government production operations.

JS-1910, Quality Assurance, personnel work in positions the duties of which are to perform, administer, or advise on work concerned with assuring the quality of products acquired and used by the Federal Government.

## SURVEY METHODOLOGY

### Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-651-862, dated August 1989. A tentative task list was prepared after reviewing pertinent acquisition and manufacturing publications and directives, tasks from the previous survey instrument, and data from the last Occupational Survey Report (OSR). The preliminary task list was refined and validated through personal interviews with 340 enlisted, officer, and civilian subject-matter experts selected to cover a variety of major commands and varying contracting environments at the following locations:

<u>LOCATION</u>	<u>REASON FOR VISIT</u>
Lowry AFB CO	Evaluate overall currency of draft inventory and discuss training-related issues.
Langley AFB VA	Obtain input from MAJCOM staff, operational contracting, and contracting squadron personnel.
General Dynamics Ft Worth TX	Obtain input from large AF Plant Representative Office (AFPRO) personnel and particularly from civilian job series incumbents.
Kirtland AFB NM	Obtain input from HQ AFCMD on unique tasks performed at their headquarters in management of AFPROs.
Wright-Patterson AFB OH	Obtain input from Central, Systems, Research and Development, and MAJCOM headquarters staff.
Offutt AFB NE	Obtain input from operational contracting and MAJCOM staffs.
Norton AFB CA	Obtain input from operational contracting personnel.
Hughes Aircraft and TRW Los Angeles CA	Obtain input from AFPRO personnel of varying organizational configurations.
Tinker AFB OK	Obtain input from personnel working in typical Air Logistics Center (ALC) central contracting environment.

The resulting job inventory contained a comprehensive listing of 1,363 tasks grouped under 16 duty headings and a background section requesting such information as grade, job series, AFSC, level of organization assigned to, and job satisfaction data. Prior to mailing, the survey instrument was coordinated with national level unions representing civilian employees.

#### Survey Administration

From October 1989 through January 1990, designated points of contact in operational units worldwide administered the inventory to civilian job incumbents working in job series 0801, 0896, 1102, 1103, 1105, 1106, 1150, and 1910. Civilian participants were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Civilian Personnel Management Center (AFCPMC).

Each individual who completed the inventory first completed an identification and biographical information section and then checked each task performed in his or her current job. After checking all tasks performed, each

member then rated each of these tasks on a 9-point scale showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount time spent).

To determine relative time spent for each task checked by a respondent, all of the incumbents' ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time for each task. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

#### Survey Sample

Personnel were selected to participate in this survey to ensure an accurate representation across job series. Table 1 reflects the percentage of assigned and percentage of sample for each job series. The 2,720 civilian respondents represent 18 percent of the total number of civilians assigned to the 8 job series included in the survey. Except for JS-0801, General Engineering, the survey sample was representative of the total assigned to each job series. Further examination of JS-0801 returns revealed that the sample was representative for all grades except GM-15.

#### STRUCTURE OF JOBS FOR SELECTED CIVILIAN ACQUISITION, CONTRACTING, AND MANUFACTURING JOB SERIES

A USAF Occupational Analysis begins with an examination of the job structure. The structure of jobs within the Acquisition, Contracting, and Manufacturing related civilian job series was examined on the basis of similarity of tasks performed and the percent of time spent ratings provided by job incumbents, independent of other background factors.

Each individual in the sample performs a set of tasks called a job. For the purpose of organizing individual jobs into similar units of work, an automated job clustering program is used. This hierarchical grouping program is a basic part of the Comprehensive Occupational Data Analysis Program (CODAP) system for job analysis. Each individual job description (all the tasks performed by that individual and the relative amount of time spent on those tasks) in the sample is compared to every other job description in terms of tasks performed and the relative amount of time spent on each task in the job inventory. The automated system is designed to locate the two job descriptions with the most similar tasks and percent time ratings and combine them to form a composite job description. In successive stages, new members are added to initial groups, or new groups are formed based on the similarity of tasks performed and similar time ratings in the individual job descriptions.

TABLE 1  
CIVILIAN SURVEY SAMPLE BY JOB SERIES

<u>JOB SERIES</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
0801	14	9
0896	5	4
1102	42	49
1103	1	2
1105	3	4
1106	14	12
1150	2	2
1910	<u>19</u>	<u>18</u>
TOTAL	100	100

Total Assigned - 15,499  
Total Surveyed - 4,650  
Total in Sample - 2,720  
Percent of Assigned in Sample - 18%

The basic identifying group used in the hierarchical job structuring process is the job. When there is a substantial degree of similarity between jobs, they are grouped together and identified as a cluster. Specialized jobs too dissimilar to fit within a cluster are labeled independent jobs. The job structure information resulting from this grouping process (the various jobs within selected civilian job series) can be used to evaluate training and to gain a better understanding of current utilization patterns. The above terminology will be used in the discussion of structure related to the eight civilian job series included in this survey.

#### Overview of Jobs Performed by Civilians

As previously mentioned in the INTRODUCTION section of this report, this survey included AFSC 651X0 enlisted personnel and AFSC 65XX officer personnel, along with civilian personnel from eight civilian job series. Accordingly, the job structure is reflective of the task similarity and relative time spent by all of the people included in the study. A total of 13 clusters and 8 independent jobs were identified for all the people included in the study. The division of jobs performed by the civilians is illustrated in Figure 1, and a listing of those jobs is provided below. Structure analysis identified civilian personnel in 12 clusters and 6 independent jobs. For comparison purposes, Table 2 provides a listing of all jobs performed by enlisted, officer, and civilian personnel in the survey sample. The stage (STG) number shown beside each title in the listing is a reference to computer printed information; the number of personnel in each group (N) is also shown. The reader should be aware that the number of personnel in the subgroups does not always equal the total number shown for a cluster. However, the jobs performed by those not included are adequately described by the cluster description.

#### Group Descriptions

The following paragraphs contain descriptions of the clusters and independent jobs for civilian personnel identified through structure analysis. Selected background data for these groups are provided in Table 3. Table 4 displays time spent on duties for the clusters and independent jobs that included civilian personnel. Representative tasks for the groups forming the clusters and the independent jobs are contained in Appendix A.

OPERATIONAL CONTRACTING COMMODITY AND SERVICES (SMALL PURCHASE) BUYER CLUSTER (ST0179, N=436). Members of this cluster account for 9 percent of the total sample and 5 percent of the civilian sample and are characterized by the large amount of time spent in performing tasks within the Acquisition duty (74 percent) (Table 4). Table 4 also shows the next largest amount of time is spent on tasks related to Contract Administration (7 percent). More than half of the members performing jobs within this cluster are preparing small purchase (\$1-25,000) contracting actions. Of the members performing jobs within this cluster, 66 percent are enlisted, 3 percent are officers, and 32 percent are civilians. In addition, 42 percent of the members within this cluster are

## DISTRIBUTION OF CIVILIAN PERSONNEL ACROSS SPECIALTY JOBS

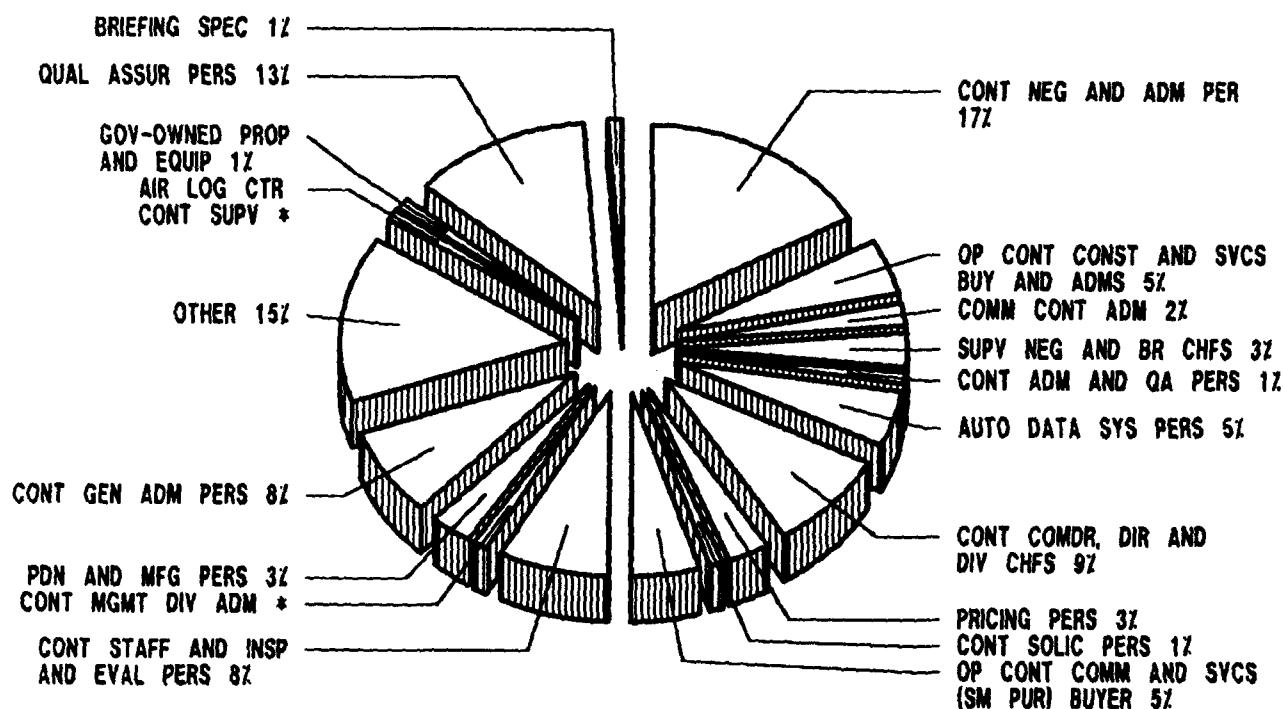


Figure 1

\* Less than .5 percent

TABLE 2

JOB STRUCTURE

- I. OPERATIONAL CONTRACTING COMMODITY AND SERVICES (SMALL PURCHASE) BUYER CLUSTER (ST0179, N=436)
  - A. Limited Commodity and Contract Repair Buyers (ST0711, N=35)
  - B. Limited Small Purchase Commodity and Services Buyers (ST0817, N=10)
  - C. Small Purchase Commodity Buyers (ST1191, N=46)
  - D. Commodity Buyers and Purchasing Agents (ST1410, N=13)
  - E. Commodity Buyers and Contract Negotiators (ST1194, N=113)
  - F. Contract Repair and Commodity Buyers and Administrators (ST1139, N=15)
  - G. Commodity and Services Buyers (ST1041, (N=22)
  - H. Small Purchase Supply and Equipment Buyers (ST1197, N=14)
  - I. Small Purchase Services and Commodity Buyers and Administrators (ST0990, N=10)
  - J. NCOICs, Small Repair, Commodity, and Services Branches (ST1242, N=11)
- II. PRICING PERSONNEL INDEPENDENT JOB TYPE (ST0155, N=156)
- III. CONTRACT SOLICITATION PERSONNEL INDEPENDENT JOB TYPE (ST0288, N=71)
- IV. CONTRACT NEGOTIATORS AND ADMINISTRATORS CLUSTER (ST0618, N=684)
  - A. Systems Command Contract Negotiators (ST1086, N=148)
  - B. Major Air Command and Central/Systems Pricing Analysts (ST1495, N=19)
  - C. Systems/Central Contract Negotiators (ST0899, N=14)
  - D. Air Logistics Center Contract Negotiators (ST1471, N=81)
  - E. Operational Contracting Commodity/Services Contract Negotiators (ST1399, N=68)
  - F. Central/Systems Contract Negotiators (ST1732, (N=167)
  - G. Major Systems and Research and Development Contract Negotiators (ST1782, N=25)
  - H. Operational Contracting Commodity and Services Contract Negotiators and Administrators (ST1938, N=37)
  - I. Operational Contracting Services Contract Negotiators and Administrators (ST1957, N=80)

TABLE 2 (CONTINUED)

JOB STRUCTURE

V. OPERATIONAL CONTRACTING CONSTRUCTION AND SERVICES BUYERS AND ADMINISTRATORS (ST0487, N=431)

- A. Construction Buyers and Administrators (ST1354, N=185)
- B. Construction Administrators and Buyers (ST1403, N=36)
- C. Operational Contracting Construction Administrators (ST1227, N=36)
- D. Communications-Computer Systems Contract Administrators (ST1039, N=11)
- E. Equipment Maintenance and Repair Contract Administrators (ST0997, N=12)
- F. Base Level Services Administrators/Buyers and Supervisors (ST1243, N=10)
- G. Operational Contracting Services Buyers and Administrators (ST1061, N=66)
- H. Operational Contracting Services Administrators and Buyers (ST1161, N=19)

VI. CONTRACT MANAGEMENT DIVISION ADMINISTRATORS INDEPENDENT JOB TYPE (ST1051, N=10)

VII. CONTRACT ADMINISTRATION AND QUALITY ASSURANCE CLUSTER (ST0171, N=95)

- A. Operational Contracting Services Administrators (ST1263, N=14)
- B. Quality Assurance Evaluator Program Coordinators (ST1081, N=12)

VIII. COMMODITY CONTRACT ADMINISTRATORS CLUSTER (ST0132, (N=86)

- A. Operational Contracting Commodity Administrators (ST1196, N=14)
- B. Air Logistics Center Commodity Contract Administrators (ST0828, N=20)

IX. SUPERVISORY NEGOTIATOR DIVISION AND BRANCH CHIEF CLUSTER (ST0576, N=178)

- A. Systems Command Supervisory Negotiators, Division and Branch Chiefs (ST1126, N=43)
- B. Supervisory Contracting Specialists and Branch Chiefs (ST1425, N=10)
- C. Operational Contracting Services and Construction Branch Chiefs (ST0893, N=77)
- D. Operational Contracting Services Branch Chiefs (ST1033, N=15)
- E. Base-Level Commodity and Small Purchase Branch Chiefs (ST1150, N=24)

TABLE 2 (CONTINUED)

JOB STRUCTURE

- X. CONTRACTING COMMANDERS, DIRECTORS, AND DIVISION CHIEFS CLUSTER (ST0456, N=531)
  - A. Major Systems Contracting Directors and Division Chiefs (ST0946, N=21)
  - B. MAJCOM, SOA, and HQ USAF Level Contracting Directors and Division Chiefs (ST0902, N=22)
  - C. Contracting Commanders, Directors, and Division Chiefs (ST0638, N=480)
- XI. EXECUTIVE NCO INDEPENDENT JOB TYPE (ST0461, N=60)
- XII. DEFENSE LOGISTICS AGENCY (DLA) AND DEFENSE CONTRACT AUDIT SERVICE (DCAS) PERSONNEL CLUSTER (ST0588, N=71)
  - A. DCAS Administrative Contract Officers (ST0734, N=12)
  - B. DCAS Commanders (ST1224, N=24)
  - C. DLA and DCAS Division Chiefs (ST1115, N=30)
- XIII. AIR LOGISTICS CENTER CONTRACT SUPERVISORS INDEPENDENT JOB TYPE (ST1231, N=10)
- XIV. CONTRACTING STAFF AND INSPECTION AND EVALUATION CLUSTER (ST0168, N=318)
  - A. Procurement Analysts (ST0857, N=10)
  - B. MAJCOM and HQ USAF-Level Contracting Staff (ST0771, N=69)
  - C. Resource Managers (ST0789, N=12)
  - D. Central/Systems Staff Personnel (ST0744, N=49)
  - E. Quality Assurance Inspection and Evaluation Personnel (ST0750, N=17)
  - F. Contract and Manufacturing IG Personnel (ST0962, N=10)

TABLE 2 (CONTINUED)

JOB STRUCTURE

XV. PRODUCTION AND MANUFACTURING PERSONNEL CLUSTER (ST0113, N=141)

- A. Air Force Plant Representative Office (AFPRO) Industrial Specialists and Engineers (ST1116, N=15)
- B. Quality Assurance and Manufacturing Management Directors (ST1063, N=17)
- C. Manufacturing and Quality Assurance Managers (ST2186, N=14)
- D. Production and Manufacturing Managers (ST0881, N=32)

XVI. GOVERNMENT-OWNED PROPERTY AND EQUIPMENT ADMINISTRATORS INDEPENDENT JOB TYPE (ST0458, N=35)

XVII. AUTOMATED DATA SYSTEMS PERSONNEL CLUSTER (ST0119, N=218)

- A. Contracting Data Systems Clerks (ST1307, N=27)
- B. Contracting Data Systems Coordinators (ST0839, N=14)
- C. Base Contracting Automated Systems Clerks and Administrators (ST0763, N=50)
- D. Systems Management Branch Chiefs (ST0551, N=45)
- E. Data Systems Maintenance Analysts (ST1584, N=16)

XVIII. QUALITY ASSURANCE PERSONNEL CLUSTER (ST0105, N=353)

- A. Quality Assurance (QA) Supervisors (ST1209, N=36)
- B. Air Force Contract Management Division and Major Systems QA and Production Specialists (ST1117, N=69)
- C. AFPRO QA Specialists (ST1118, N=116)
- D. Limited QA Specialists (ST1,246, N=22)

XIX. CONTRACT GENERAL ADMINISTRATION PERSONNEL CLUSTER (ST0093, N=250)

- A. Correspondence Preparation and Contract Modification Clerks (ST0747, N=12)
- B. Contract Correspondence Preparation and Documentation Specialists (ST1004, N=128)
- C. Briefing Preparation Specialists (ST1251, N=15)

XX. BRIEFING SPECIALISTS INDEPENDENT JOB TYPE (ST0842, N=21)

XXI. TRAINING PERSONNEL INDEPENDENT JOB TYPE (ST0183, N=27)

TABLE 3

## SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	OP CONTR COMMODITY AND SVS (SMALL PURCHASE) BUYER (ST0179)	PRICING PERSONNEL (ST0155)	CONTRACT SOLICITATION PERSONNEL (ST0288)	CONTRACT NEGOTIATORS AND ADMINISTR (ST0618)	OP CON CONST AND SVCS BUYERS AND ADMINSTRS (ST0487)	CONT MGT DIVISION ADMINSTRS (ST1051)
GROUP SIZE	436	156	71	684	431	10
PERCENT IN SAMPLE	9	3	1	14	9	*
PERCENT MILITARY	68	22	66	33	71	30
PERCENT OFFICERS	3	22	11	21	7	30
PERCENT ENLISTED	66	1	55	12	64	--
PERCENT CIVILIANS	32	78	34	67	29	70
PERCENT IN CONUS	92	98	93	95	87	100
DAFSC OR JOB SERIES DISTRIBUTION						
65130	6	--	4	--	1	--
65150	42	--	31	4	26	--
65170	17	1	20	7	36	--
65190	--	--	--	--	--	--
65100	--	--	--	--	--	--
65111	--	2	1	--	--	--
65116	--	--	--	--	--	--
65211	--	--	--	--	--	--
65244	--	--	--	--	--	--
65311	2	4	8	3	1	--
65344	1	15	3	16	6	30
65411	--	--	--	--	--	--
65444	--	--	--	--	--	--
65911	--	--	--	--	--	--
65966	--	--	--	--	--	--
08011	--	--	1	--	--	--
08966	--	--	2	--	--	--
11022	14	74	1	67	29	70
11033	--	--	--	--	--	--
11055	--	--	--	--	--	--
11066	2	--	--	--	--	--
11500	17	--	--	--	--	--
19100	--	--	--	--	--	--

\* Less than .5 percent

TABLE 3 (CONTINUED)

## SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	OP CONTR COMMODITY AND SVS (SMALL PURCHASE) BUYER <u>(ST0179)</u>	PRICING PERSONNEL <u>(ST0155)</u>	CONTRACT SOLICITATION PERSONNEL <u>(ST0288)</u>	CONTRACT NEGOTIATORS AND ADMINSTR <u>(ST0618)</u>	OP CON CONST AND SVCS BUYERS AND ADMINSTR <u>(ST0487)</u>	CONT MGT DIVISION ADMINSTRS <u>(ST1051)</u>
AVERAGE ENLISTED GRADE	E-4	E-5	E-5	E-5	E-5	--
AVERAGE OFFICER GRADE	0-2	0-3	0-2	0-3	0-2	0-3
CIVILIAN GRADE DISTRIBUTION (PERCENT)						
GS-02	--	--	--	--	--	--
GS-03	--	1	--	--	--	--
GS-04	1	--	--	1	1	--
GS-05	10	--	3	1	1	--
GS-06	4	--	--	--	--	--
GS-07	11	1	7	6	6	--
GS-08	--	--	--	--	--	--
GS-09	4	6	14	14	13	--
GS-10	--	--	--	--	--	--
GS-11	1	12	4	17	6	10
GS-12	--	47	6	26	3	60
GS-13	--	6	--	2	--	--
GM-13	--	3	--	2	--	--
GS-14	--	--	1	--	--	--
GM-14	--	--	--	--	--	--
GS-15	--	--	--	--	--	--
GM-15	--	--	--	--	--	--

TABLE 3 (CONTINUED)

## SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	OP CONTR COMMODITY AND SVS (SMALL PURCHASE) BUYER <u>(ST0179)</u>	PRICING PERSONNEL <u>(ST0155)</u>	CONTRACT SOLICITATION PERSONNEL <u>(ST0288)</u>	CONTRACT NEGOTIATORS AND ADMINSTR <u>(ST0618)</u>	OP CON CONST AND SVCS BUYERS AND ADMINSTRS <u>(ST0487)</u>	CONT MGT DIVISION ADMINSTRS <u>(ST1051)</u>
AVERAGE NUMBER OF TASKS PERFORMED	50	40	45	149	130	154
PERCENT SUPERVISING	9	6	0	7	10	30
PERCENT POSSESSING CONTRACTING WARRANTS	11	5	9	35	18	80
<b>TYPE OF ORGANIZATION WORKING IN</b>						
OPERATIONAL (BASE)	87	3	61	23	88	81
CENTRAL	7	22	31	33	6	5
RESEARCH AND DEVELOPMENT	0	10	0	11	0	0
MAJOR SYSTEMS	1	28	4	25	1	5
DLA, OTHER THAN DCAS	0	1	0	0	0	0
DEFENSE CONTRACT AUDIT AGENCY	0	0	0	0	0	0
CONTRACT MANAGEMENT CENTER	0	1	0	0	0	0
AF CONTRACT MANAGEMENT DIVISION	0	29	0	1	1	3

TABLE 3 (CONTINUED)

## SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	CONTRACT ADM AND QA PERS <u>(ST0171)</u>	COMMODITY CONTRACT ADMINSTRS <u>(ST0132)</u>	SUPV NEGOTIATOR DIV AND BRANCH CHIEFS <u>(ST0576)</u>	CONTRACTING COMDRS, DIRECTORS, AND DIV CHIEFS <u>(ST0456)</u>	AIR LOG CENTER CONT SUPV <u>(ST1231)</u>	CONTRACTING STAFF AND INSPECT AND EVAL PERSONNEL <u>(ST0168)</u>
GROUP SIZE	95	86	178	531	10	318
PERCENT IN SAMPLE	2	2	4	11	--	7
PERCENT MILITARY	59	31	59	53	10	35
PERCENT OFFICERS	8	12	33	51	10	28
PERCENT ENLISTED	51	18	25	2	--	7
PERCENT CIVILIANS	41	69	41	47	90	66
PERCENT IN CONUS	84	88	76	89	100	90
<b>DAFSC OR JOB SERIES DISTRIBUTION</b>						
65130		1	3	--	--	--
65150		14	9	1	--	1
65170		36	6	21	1	4
65190		--	--	2	1	1
65100		--	--	1	--	1
65111		--	--	2	5	3
65116		--	--	12	27	10
65211		--	1	--	--	--
65249		--	--	--	1	1
65311	2	2	--	--	--	--
65344	6	6	20	5	6	6
65411	--	1	--	--	--	--
65444		--	--	--	--	--
65911		--	--	1	--	--
65966		--	--	13	13	1
08011		--	--	20	20	16
08966		--	--	2	20	5
11022	35	38	40	19	20	28
11033	--	--	--	--	--	1
11055	--	5	--	--	--	--
11066	1	26	--	--	30	--
11150	--	--	--	1	--	3
19100		4	--	1	20	13

TABLE 3 (CONTINUED)

## SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	CONTRACT ADM AND QA PERS	COMMODITY CONTRACT ADMINSTRS	SUPV NEGOTIATOR DIV AND BRANCH CHIEFS	CONTRACTORS, DIRECTORS, AND DIV CHIEFS (ST0576)	AIR LOG CENTER CONT SUPV (ST1231)	CONTRACTING COMDRS, DIRECTORS, AND DIV CHIEFS (ST0556)	CONTRACTING STAFF AND INSPECT AND EVAL PERSONNEL (ST0168)
<u>AVERAGE ENLISTED GRADE</u>	E-5	E-4	E-7	E-8	--	--	E-7
<u>AVERAGE OFFICER GRADE</u>	0-2	0-2	0-3	0-5	0-4	0-4	0-4
<u>CIVILIAN GRADE DISTRIBUTION</u>							
GS-02	--	--	--	--	--	--	--
GS-03	--	--	--	--	--	--	--
GS-04	1	1	1	--	--	--	--
GS-05	1	14	14	--	--	--	--
GS-06	1	8	8	--	--	--	--
GS-07	2	16	16	--	30	--	--
GS-08	--	--	--	--	--	--	--
GS-09	13	14	2	--	--	6	--
GS-10	--	--	1	--	--	--	--
GS-11	15	13	11	2	--	10	--
GS-12	6	2	8	9	30	28	--
GS-13	--	--	--	--	30	9	--
GH-13	--	--	18	16	--	4	--
GS-14	--	--	1	--	--	2	--
GM-14	--	--	1	14	--	4	--
GS-15	--	--	--	--	1	1	--
GH-15				5		1	
<u>AVERAGE NUMBER OF TASKS PERFORMED</u>	62	42	224	136	33	53	
<u>PERCENT SUPERVISING</u>	12	6	86	92	90	13	
<u>PERCENT POSSESSING CONTRACTING WARRANTS</u>	18	15	92	32	--	10	
<u>TYPE OF ORGANIZATION WORKING IN</u>							
OPERATIONAL (BASE)	81	27	52	27	10	12	
CENTRAL	5	48	16	15	60	10	
RESEARCH & DEVELOPMENT	0	0	6	7	--	7	
MAJOR SYSTEMS	5	10	19	20	10	24	
DLA, OTHER THAN DCAS	0	2	1	2	10	3	
DEFENSE CONTRACT AUDIT AGENCY	0	0	0	0	--	0	
CONTRACT MANAGEMENT CENTER	0	1	0	2	2	2	
AF CONTRACT MANAGEMENT DIV	3	0	2	11	3	3	

TABLE 3 (CONTINUED)

## SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	<u>PRODUCTION AND MANUFACTURING PERSONNEL</u> <u>(ST0113)</u>	<u>GOV-OWNED PROP AND EQUIPMENT ADMINISTRATORS</u> <u>(ST0458)</u>	<u>AUTOMATED DATA SYS</u> <u>PERSONNEL</u> <u>(ST0119)</u>	<u>QUALITY ASSURANCE</u> <u>PERSONNEL</u> <u>(ST0105)</u>	<u>CONTRACT GEN ADM</u> <u>PERSONNEL</u> <u>(ST0093)</u>	<u>BRIEFING SPECIALISTS</u> <u>(ST0842)</u>
<b>GROUP SIZE</b>	141	35	218	353	250	21
<b>PERCENT IN SAMPLE</b>	3	1	4	7	5	*
<b>PERCENT MILITARY</b>	49	3	38	1	12	10
<b>PERCENT OFFICERS</b>	49	3	4	1	6	10
<b>PERCENT ENLISTED</b>	--	--	34	--	6	--
<b>PERCENT CIVILIANS</b>	50	97	62	99	89	90
<b>PERCENT IN CONUS</b>	97	97	89	95	94	95
<b>DAFSC OR JOB SERIES DISTRIBUTION</b>						
<b>65130</b>	--	--	2	--	--	--
<b>65150</b>	--	--	12	3	--	--
<b>65170</b>	--	--	17	2	--	--
<b>65190</b>	--	--	1	--	--	--
<b>65100</b>	--	--	1	--	--	--
<b>65111</b>	1	--	--	--	1	--
<b>65116</b>	--	11	--	--	--	5
<b>65211</b>	1	--	--	--	--	--
<b>65244</b>	--	23	--	1	1	--
<b>65311</b>	1	--	1	--	1	--
<b>65344</b>	1	3	3	--	3	5
<b>65411</b>	2	--	--	--	--	--
<b>65444</b>	6	--	--	--	2	33
<b>65911</b>	1	--	1	--	1	19
<b>65966</b>	1	--	6	19	1	10
<b>08011</b>	11	--	91	--	0	--
<b>08966</b>	24	--	--	7	0	--
<b>11022</b>	--	6	--	19	1	4
<b>11033</b>	--	91	--	0	0	--
<b>11055</b>	--	--	1	1	0	2
<b>11066</b>	--	--	33	0	76	--
<b>11500</b>	13	--	--	1	1	--
<b>19100</b>	1	--	--	1	97	4

TABLE 3 (CONTINUED)

## SELECTED BACKGROUND DATA FOR CLUSTERS AND INDEPENDENT JOB TYPES

	PRODUCTION AND MANUFACTURING PERSONNEL (ST0113)	GOV-OWNED PROP AND EQUIPMENT ADMINISTRATORS (ST0458)	AUTOMATED DATA SYS PERSONNEL (ST0119)	QUALITY ASSURANCE PERSONNEL (ST0105)	CONTRACT GEN ADM PERSONNEL (ST0093)	BRIEFING SPECIALISTS (ST0842)
<b>AVERAGE ENLISTED GRADE</b>						
GS-02	--	--	E-5	--	E-5	--
GS-03	--	0-3	0-3	0-3	0-3	0-4
GS-04	--	--	6	1	24	--
GS-05	--	--	18	--	45	--
GS-06	--	--	5	--	6	--
GS-07	1	3	8	1	5	--
GS-08	--	--	--	--	--	--
GS-09	--	--	9	22	4	10
GS-10	--	--	--	--	--	--
GS-11	11	34	5	59	2	29
GS-12	23	46	9	13	2	33
GM-12	--	--	--	--	--	--
GS-13	6	--	1	--	--	10
GM-13	7	3	1	2	--	--
GS-14	1	--	--	--	--	--
GM-14	1	--	--	1	--	10
GS-15	1	--	--	--	--	--
GM-15	--	--	--	--	--	--
<b>AVERAGE NUMBER OF TASKS PERFORMED</b>						
PERCENT SUPERVISING	104	65	58	77	17	16
PERCENT POSSESSING CONTRACTING WARRANTS	27	14	24	15	1	10
<b>TYPE OF ORGANIZATION WORKING IN</b>						
OPERATIONAL (BASE)	0	6	57	3	20	19
CENTRAL	2	3	17	4	21	10
RESEARCH AND DEVELOPMENT	6	3	2	1	9	14
MAJOR SYSTEMS	50	0	6	17	15	14
DLA, OTHER THAN DCAS	0	0	2	7	2	0
DEFENSE CONTRACT AUDIT AGENCY	0	0	0	0	0	0
CONTRACT MANAGEMENT CENTER	1	3	2	5	2	5
AF CONTRACT MANAGEMENT DIVISION	38	80	3	55	12	5

TABLE 4

AVERAGE PERCENT TIME SPENT ON DUTIES BY RESPONDENTS IN MAJOR GROUPS  
DESCRIBED IN JOB STRUCTURE ANALYSIS

DUTIES	OP CONTR COMMODITY AND SVCS (SMALL PURCHASE) BUYER (N=436)	(N=156)	PRICING PER	CONTRACT SOLICITATION PERS (N=71)	CONTRACT NEGOTIATORS AND ADMINSTR (N=684)	OP CON CONST AND SVCS BUYERS AND ADMINSTRS (N=431)	CONT MGT DIVISION ADMINSTRS (N=10)
A COMMAND AND MANAGEMENT	1	3	1	2	2	1	4
B INSPECTION AND EVALUATION	1	1	*	1	1	1	1
C GENERAL ADMINISTRATION	6	6	6	7	7	8	7
D RESOURCE MANAGEMENT	*	*	*	*	*	*	1
E CONTINGENCY AND DEPLOYMENT	1	*	1	*	1	*	*
F PERSONNEL	1	1	*	*	1	1	2
G TRAINING	1	1	*	1	1	1	1
H AUTOMATED DATA SYSTEMS OPERATION	4	1	1	1	1	1	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	*	1	*	*	*	*	*
J PRICING	2	64	9	16	6	6	12
K PRODUCTION AND MANUFACTURING SURVEILLANCE	1	2	*	3	1	1	7
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	*	*	*	1	*	*	3
M QUALITY ASSURANCE	*	*	1	1	4	4	*
N ACQUISITION	74	13	71	53	39	17	
O CONTRACT ADMINISTRATION	7	6	9	12	34	41	
P GENERAL ACQUISITION	2	1	1	2	3	2	

\* Less than .5 percent

TABLE 4 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY RESPONDENTS IN MAJOR GROUPS  
DESCRIBED IN JOB STRUCTURE ANALYSIS

DUTIES	CONTRACT ADM AND QA PERS (N=95)	COMMODITY CONTRACT ADMINSTRS (N=86)	CONTRACTING		CONTRACTING STAFF AND INSPECT AND EVAL PERSONNEL (N=318)	
			SUPV NEGOVATOR DIV AND BRANCH CHIEFS (N=178)	COMDRS, DIRECTORS, AND DIV CHIEFS (N=531)	AIR LOG CENTER CONT SUPV (N=10)	
A COMMAND AND MANAGEMENT	4	2	6	24	15	30
B INSPECTION AND EVALUATION	2	*	4	7	2	10
C GENERAL ADMINISTRATION	12	14	6	10	6	22
D RESOURCE MANAGEMENT	*	*	3	11	10	4
E CONTINGENCY AND DEPLOYMENT	1	*	1	1	3	1
F PERSONNEL	2	1	10	20	11	3
G TRAINING	4	1	3	3	5	3
H AUTOMATED DATA SYSTEMS						
OPERATION	1	2	2	1	1	1
I AUTOMATED DATA SYSTEMS						
Maintenance	*	*	1	1	4	1
J PRICING	5	3	8	2	3	2
K PRODUCTION AND MANUFACTURING						
Surveillance	1	3	2	2	8	3
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	*	1	1	*	1	1
M QUALITY ASSURANCE	17	*	2	1	4	3
N ACQUISITION	19	27	35	10	11	12
O CONTRACT ADMINISTRATION	27	44	13	4	14	3
P GENERAL ACQUISITION	3	1	3	2	2	2

\* Less than .5 percent

TABLE 4 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY RESPONDENTS IN MAJOR GROUPS  
DESCRIBED IN JOB STRUCTURE ANALYSIS

DUTIES	<u>PRODUCTION AND MANUFACTURING PERSONNEL (N=141)</u>	<u>GOV-OWNED PROP AND EQUIPMENT ADMINISTRATORS (N=35)</u>	<u>AUTOMATED DATA SYS PERSONNEL (N=218)</u>	<u>QUALITY ASSURANCE PERSONNEL (N=253)</u>	<u>CONTRACT GEN ADM PERSONNEL (N=250)</u>	<u>BRIEFING SPECIALISTS (N=21)</u>
A COMMAND AND MANAGEMENT	8	12	7	5	5	20
B INSPECTION AND EVALUATION	3	5	3	5	1	4
C GENERAL ADMINISTRATION	10	10	11	7	61	54
D RESOURCE MANAGEMENT	2	1	2	1	*	5
E CONTINGENCY AND DEPLOYMENT	1	*	1	*	1	1
F PERSONNEL	4	1	4	2	1	2
G TRAINING	1	1	4	2	1	3
H AUTOMATED DATA SYSTEMS OPERATION	1	2	35	1	9	2
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	1	19	1	2	3
J PRICING	2	*	*	*	1	1
K PRODUCTION AND MANUFACTURING SURVEILLANCE	48	6	1	16	2	2
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	2	43	*	2	*	*
M QUALITY ASSURANCE	4	1	*	52	1	1
N ACQUISITION	7	4	9	2	*	*
O CONTRACT ADMINISTRATION	7	12	3	3	6	*
P GENERAL ACQUISITION	1	*	2	1	2	1

\* Less than .5 percent

5-skill level enlisted personnel. Of the 32 percent that are civilians, 14 percent are in JS-1102, Contract and Procurement and 17 percent are in JS-1105, Purchasing. Typical tasks performed by members of this group include:

- Prepare Purchase Orders (POs)
- Request oral bids or quotations
- Prepare Delivery Orders (DOs)
- Prepare Request for Quotations (RFQs)
- Cancel Purchase Requests (PRs)
- Draft or write modifications to POs or (DOs)

A total of 10 separate jobs were identified within this cluster (Table 2 and Appendix A, Tables 1 through 10). The work being performed by the incumbents within each of these jobs centered around either commodity or service type acquisitions or a combination of the two. There are a number of differences in the work being performed by incumbents in the various jobs identified within this cluster. These differences include, but are not limited to, the kinds of tasks performed, the number of tasks performed, percent members performing tasks, and time spent on tasks.

Two of the ten jobs identified in this cluster were fairly narrow in that the incumbents of 1 job performed an average of only 10 tasks, while the members of the other job performed an average of only 15 tasks. Each of these groups was involved in small purchase acquisitions for both commodities and contract repair services. In addition, both of these groups consisted of personnel who were predominately military 5-skill level (69 percent and 80 percent). None of the members of either group possessed contracting warrants. Although the members of each job spent similar amounts of time in performing Acquisition tasks (87 percent versus 85 percent), one group spent 12 percent of their time performing Automated Data Systems Operation tasks, while the other group spent less than 1 percent of their time performing these kinds of tasks.

Four jobs identified within this cluster were mainly dedicated to commodities acquisitions. Two of these jobs were similar in the respect that they performed fairly narrow jobs, with the incumbents of 1 group performing an average of 27 tasks, while the members of the other group performed an average of 28 tasks. The majority of people performing these jobs were military (77 percent and 59 percent). The jobs performed by the incumbents of each group were different in the respect that 63 percent of one group prepared contracts, compared to 38 percent of the other group. In addition, one group spent more of their time performing tasks related to blanket purchase agreements, while the other spent more of their time reviewing and modifying item descriptions. The other 2 commodity jobs are different from the previously described groups in the sense that their jobs are broader in scope with the incumbents of 1 job performing an average of 83 tasks, while members of the other job perform an average of 72 tasks. Although these jobs are similar in the respect that they are broader in scope, they are different from each other

in several ways. For example, the members of one job spend more of their time performing contract administration tasks than the other (18 percent vs 8 percent). Meanwhile, the other group spends considerably more of their time performing acquisition tasks (76 percent vs 53 percent). Three other jobs identified within this cluster involved combinations of commodity and services acquisitions. In two of the jobs, members were more heavily involved in services acquisitions than commodities and in the other job, incumbents were more involved in commodity acquisitions than services. The scope of these jobs did not differ greatly, in that the average number of tasks performed ranged from 39 to 51. Differences did occur, however, in the amount of time spent on contract administration tasks, which ranged from 4 percent (for the group that performed more commodities acquisitions) to 32 percent.

The final job in this cluster was distinct from all others in several respects. It was the only job identified within this cluster that included a significant percentage of supervisors (82 percent). Supervisory and management kinds of tasks contributed to the fact that personnel performing this job performed far and away the broadest job, with an average of 116 tasks being performed. Although supervisory tasks were being performed, most of the time was spent on technical kinds of tasks, with 64 percent of the time being spent on acquisition tasks and 7 percent on contract administration tasks. Also significant is that 91 percent of this group's members possess warrants. For the jobs identified within this cluster, the next highest percentage of personnel with warrants was 23 percent.

PRICING PERSONNEL INDEPENDENT JOB TYPE (ST0155, N=156). Members forming this independent job (Table 2 and Appendix A, Table 11) account for 2 percent of the total sample and 3 percent of the civilian personnel sample and are differentiated from other clusters and independent jobs based on the large amount of time (64 percent) they spend on performing pricing tasks (Table 4). Table 3 shows members of this group perform an average of 40 tasks, with 78 percent being civilians. All but 4 percent of the civilians are in JS-1102, Contract and Procurement. The remaining 22 percent of this group are all officers, with most (13 percent) holding the rank of captain. Sixty-three percent of the incumbents forming this group are in Air Force Systems Command (57 percent are in Major Systems or AF Contract Management Division environments). An additional 22 percent are working in central contracting environments (Table 3). Some typical tasks performed by members forming this job are as follows:

- Analyze contractors' cost elements
- Review contractors' cost and price data
- Conduct proposal price analyses
- Draft or write Price Negotiation Memoranda (PNM)

CONTRACT SOLICITATION PERSONNEL INDEPENDENT JOB TYPE (ST0288, N=71). This independent job accounts for less than 1 percent of the total sample and 1 percent of the civilian personnel survey sample. The incumbents performing

this job are differentiated from other clusters and independent jobs based on the amount of time they spend performing tasks related to the solicitation process (Table 2 and Appendix A, Table 12). Fifty-five percent of this group's members are enlisted personnel, with 31 percent working in DAFSC 65150 positions. The 34 percent who are civilians all are in JS-1102, Contract and Procurement, and all but 10 percent of the civilians are in grades GS-09 or below. Sixty-one percent are working in operational contracting environments (Table 3). Representative tasks performed by those members performing this job are shown below.

- Prepare DD Forms 350
- Draft or write amendments to Requests for Proposal (RFP) or Invitation for Bids (IFB)
- Draft or write modifications to contracts
- Establish bid-opening dates
- Prepare synopses, such as for solicitations or contract awards
- Issue amendments to solicitations

CONTRACT NEGOTIATORS AND ADMINISTRATORS CLUSTER (ST0618, N=684). This is the largest cluster identified in the survey analysis accounting for 14 percent of the total survey sample and 17 percent of the civilian personnel survey sample. Personnel within this cluster separate themselves from other clusters and independent jobs by the amount of time distributed on acquisition, pricing, and contract administration tasks (Table 4). The members comprising this cluster work in almost all contracting environments i.e., Central Contracting (33 percent), Major Systems (25 percent), Operational Contracting (23 percent), Research and Development (11 percent), and others (7 percent). Members of this cluster include both civilian (67 percent) and military (33 percent) personnel. Of the 33 percent military personnel, 21 percent are officers and 12 percent enlisted. Nineteen percent of the officers are in DAFSC 653X. Of the 67 percent civilians comprising this cluster, 43 percent are GS-11 or GS-12. In addition, all civilians were working in JS-1102, Contract and Procurement. A total of nine separate jobs were identified within this cluster (Table 2 and Appendix A, Tables 13 through 21). Typical tasks performed by those performing jobs within this cluster include:

- Draft or write modifications to contracts
- Draft or write Price Negotiation Memoranda (PNM)
- Evaluate proposals
- Draft or write RFPs
- Analyze contractors' cost elements
- Negotiate pricing aspects of proposals or contracts

The nine jobs identified within this cluster varied in several respects. For example, while all of the jobs are fairly broad in nature, there was a considerable range in the average number of tasks performed, from a low of 54 to a high of 402. Differences also occurred in the time-spent distribution on

acquisition, pricing, and contract administration tasks, as well as a number of individual tasks based on the contracting environments of the members of each job. Two jobs were dominated by personnel performing central contracting. Members of one job, consisting almost entirely of contract negotiators from Air Logistic Centers, were performing an average of 87 tasks with 67 percent of their time spent on acquisition tasks and 19 percent of their time spent on pricing tasks. Thirty-five percent of the incumbents possessed contracting warrants. The members of the other job were performing an average of 100 more tasks than the previous group (187). They were also spending 13 percent less of their time on acquisition tasks (54 percent); 5 percent less on pricing tasks (14 percent), but 7 percent more of their time (6 percent versus 13 percent) on contract administration tasks. Sixty-eight percent of this group's members possessed contracting warrants. Both groups were dominated by civilian personnel with 93 percent and 86 percent, respectively.

Three jobs identified were comprised mostly of members who were working in operational contracting environments. Two of the jobs consisted of a mixture of commodity and service buyers with the emphasis in commodities acquisitions. Differences between the incumbents of these two jobs include average number of tasks performed (147 vs 102) and time spent on contract administration tasks, with the members of 1 group spending 14 percent of their time, while the other group spends only 3 percent. Each group contained a mixture of civilian and military incumbents, with the majority in each case being civilian. The military members of each job group are almost entirely enlisted, with most holding DAFSC 65170. The third operational contracting job identified also consisted of a mixture of service and commodity buyers, but with heavy emphasis on service acquisitions. The members of this job spent proportionately more of their time on contract administration tasks (20 percent), and this was the only job identified within this cluster that spent more than 2 percent of their time performing quality assurance tasks (7 percent). The incumbents of this group also had a broad job in that they performed an average of 238 tasks. Fifty-one percent of this group's members are civilians, with 37 percent in grade GS-09 or GS-07 and all working in JS-1102, Contract and Procurement. Forty-one percent of the job incumbents are enlisted personnel, with 30 percent working in DAFSC 65170.

Three of the four remaining jobs in this cluster were dominated by incumbents working in Air Force Systems Command (AFSC). One of the jobs being performed consisted almost entirely of contract negotiators from the various AFSC Product Divisions. The members of this group perform an average of 95 tasks, with 44 percent of this time spent on acquisition tasks, 24 percent of the time on pricing tasks, and 12 percent of their time on contract administration tasks. Forty-eight percent of this group's members prepare contracting actions or modifications averaging more than 1 million dollars. Fifty-seven percent are working in Major Systems acquisitions, and 28 percent are working in Research and Development acquisitions. Fifty-two percent of the incumbents in this group are civilians, with 43 percent serving in GS-11 or GS-12 positions and 51 percent working in JS-1102, Contract and Procurement. All of the military members (48 percent) performing this job are officers, with 43 percent in company grades. In addition, 42 percent are working in DAFSC 653X positions. Only 4 percent of this group's members possess

contracting warrants. The two remaining jobs dominated by AFSC personnel are distinct in the respect that they represent the high and low in terms of the average numbers of tasks performed (402 and 54) for those jobs identified in this cluster. The broadest job involves a fairly small group of people (N=25). Compared to the previously described AFSC group, the incumbents of this job spend 12 percent less of their time on pricing tasks, but 8 percent more of their time on contract administration. The broad nature of this job is accounted for by the fact that members are involved not only in tasks related to the preparation and administration of their own contracts, but also perform tasks related to the review and evaluation of work performed by other contracting officers. The civilians comprising this group (76 percent) are all working in JS-1102, Contract and Procurement, and 68 percent occupy GS-12 positions or higher. The 24 percent military comprising this group are all captains, and 20 percent are working in DAFSC 653X positions. Sixty-eight percent of the personnel in this job group possess contracting warrants. The third job, dominated by AFSC personnel, is different in the respect that it is the most narrow of all jobs in this cluster, and also in the amount of time spent on general administration tasks (17 percent), such as correspondence preparation, maintenance of classified and unclassified files, presentation of briefings, etc. This group is mostly military (71 percent), with 57 percent in company grades. None of the members of this job group possess contracting warrants.

The final job in this cluster is different from the other jobs based on the relatively large amount of time spent on pricing tasks (34 percent) and the relatively low amount of time spent on acquisition tasks (24 percent). The personnel in this job work in operational contracting, central contracting, systems contracting, and Air Force Contract Management Division. Several work on MAJCOM Contracting staff providing pricing expertise. Seventy-nine percent of this group's members are civilians working in JS-1102, Contract and Procurement, and 59 percent are in grades GS-12 or above. Only 5 percent of the incumbents in the job possess contracting warrants.

OPERATIONAL CONTRACTING CONSTRUCTION AND SERVICES BUYERS AND ADMINISTRATORS (ST0487, N=431). Members performing the jobs within this cluster account for 9 percent of the total survey sample and 5 percent of the civilian personnel sample and are differentiated from other clusters and independent job types by their concentration of time spent in performing acquisition tasks (39 percent) and contract administration tasks (34 percent) (Table 4). The incumbents performing the jobs within this cluster are 71 percent military (64 percent enlisted and 7 percent officers) and 29 percent civilians. Of the 64 percent enlisted, 36 percent are working in DAFSC 65170. All of the civilians are working in JS-1102, Contract and Procurement, and most are GS-09 grade or below. Eighty-eight percent are working in operational contracting environments, and 18 percent possess contracting warrants (Table 3). A total of eight separate jobs were identified within this cluster (Table 2 and Appendix A, Tables 22 through 29). Typical tasks are:

Draft or write modifications to contracts  
Draft or write PNMs  
Prepare DD Forms 350  
Compute progress payments  
Review construction progress reports  
Obtain insurance certificates from contractors  
Obtain release of claims from contractors

Three of the jobs being performed by members within this cluster are involved in Construction acquisitions and administration. One large group ( $N=185$ ) spends 79 percent of their job time divided between the performance of acquisition tasks (45 percent) and contract administration tasks (34 percent). The incumbents of this group have a fairly broad job, performing an average of 154 tasks. When compared with the two remaining construction groups, the incumbents of this job show large percent members performing and time spent differences on numerous tasks associated with the solicitation, bid, and proposal process. Military members dominate the composition of this group (68 percent), and 63 percent are enlisted personnel. Thirty-eight percent of the enlisted personnel are serving in DAFSC 65170 positions, and 23 percent are in DAFSC 65150 positions. Of the 32 percent who are civilians, all but 6 percent are in grades GS-09 or below. Sixteen percent of the group's members possess contracting warrants.

The two remaining construction groups ( $N=36$  for both) spend the majority of their time on contract administration tasks (58 percent and 57 percent) and considerably less time on acquisition tasks (15 percent and 14 percent). The range of these 2 jobs varies considerably, in that members of 1 job perform an average of 143 tasks, while the incumbents of the other job perform an average of 67 tasks. The group with the broader job show large percent members performing and time spent differences on tasks related to cure or show-cause notices, contract termination, liquidated damages, stop work orders, and contractor's claim requests. Members of this broader job consist of 67 percent military personnel (58 percent enlisted), and 31 percent are working in DAFSC 65170 positions. The 33 percent civilians are all in JS-1102, Contract and Procurement, with 17 percent in grade GS-09 and 14 percent in grade GS-11. Also, 27 percent possess contracting warrants. Members of the narrower job are 89 percent military (86 percent enlisted), with 53 percent serving in DAFSC 65170 positions. All of the civilians are in grade GS-09 working in JS-1102, Contract and Procurement. Only 6 percent possess contracting warrants.

Four of the remaining five jobs performed by members of this cluster are mostly involved in services type contracting. These jobs are differentiated from each other by the amount of time spent on acquisition, contract administration, quality assurance, and general administration tasks. Differences also occur in terms of the average number of tasks performed.

The incumbents of one job ( $N=66$ ) spend over half their time (53 percent) on acquisition tasks, 16 percent of their time on contract administration tasks, 9 percent on general administration tasks, and 8 percent on quality

assurance tasks. This group performs an average of 113 tasks which is slightly more than one of the other services groups (113 vs 76), but considerably less than the other services group (113 vs 205). The incumbents of this group show larger numbers of percent members performing on tasks related to solicitation, bids, purchase order, and delivery order preparation than either of the other two groups. The incumbents within this job group are 78 percent military (73 percent enlisted) and 23 percent civilian. Thirty-eight percent are working in DAFSC 65170 positions, and 32 percent are in DAFSC 65150 positions. Of the 23 percent civilians, all but 2 percent are in grade GS-07 or GS-09.

The second of the 4 services jobs is the most narrow with incumbents performing an average of 76 tasks. Compared with the previously described group, less time is spent on acquisition tasks (36 percent vs 53 percent), but more time is spent on quality assurance tasks (23 percent vs 8 percent). Fifty-three percent of this group's members are military personnel, with 37 percent being in DAFSC 65150 positions and 16 percent in DAFSC 65170 positions. Of the 47 percent civilians, all are in JS-1102, Contract and Procurement, and 42 percent are GS-09 or below.

The third services group performs by far the broadest job (205 tasks). Members performing this job spend less time on acquisition tasks (24 percent); more time on quality assurance tasks than one group (16 percent vs 8 percent), but less than the second group (16 percent vs 23 percent). The incumbents of this group show larger numbers of percent members performing on tasks related to obtaining release claims from contractors, preparation of correspondence, evaluating statements of work or specifications, presenting or preparing formal or informal briefings, conducting or participating in postaward conferences, and a number of other general administration and technically oriented tasks. Sixty percent of this group's members possess contracting warrants, and 40 percent are supervisors. Ninety percent are military, with 50 percent in DAFSC 65170 positions.

Although 100 percent of the members of the last services group are involved in preparation of services contracts, 67 percent are also preparing commodity type contracts. The members perform a broad job (average of 156 tasks). The incumbents of this group spend 66 percent of their time in the performance of tasks related to contract administration (37 percent) and acquisition (29 percent). Ninety-two percent of this group's members prepared services contracts for the maintenance, repair, and rebuilding of equipment. When compared with the other services job groups within this cluster, the incumbents of this job spend more of their time on a number of contract administration, pricing, and acquisition tasks. These tasks cover areas such as establishing contract administration priorities, show-cause notices, contractor's claim requests, negotiation of modifications to purchase orders or delivery orders, establishing delivery dates, and coordination of contract termination procedures. This group is comprised of 66 percent civilians, all of whom were working in JS-1102, Contract and Procurement. Fifty percent are in grade GS-11 or GS-12. The remaining members of this group are all enlisted personnel, equally divided between DAFSC 65170 and 65150 personnel.

The final group identified in this cluster was the only one not dominated by those working in an operational contracting environment. The membership of this group is divided among operational contracting, central contracting, major systems, and AF Contract Management Division environments. This group prepares both services (100 percent) and commodity (73 percent) type contracts. This is the only group in the cluster that spends equal amounts of time on acquisition tasks (29 percent) and contract administration tasks (29 percent). This group also spends 12 percent of their job time on pricing tasks. This group differentiates itself from other jobs within the cluster by percent members performing or time spent on several pricing, acquisition, and contract administration tasks. Seventy-three percent of this group's members belong to AFCC units. The incumbents of this job group are predominantly civilian (73 percent). All of the civilians are in JS-1102 and 54 percent are in grade GS-11 or GS-12.

CONTRACT MANAGEMENT DIVISION ADMINISTRATORS INDEPENDENT JOB TYPE,  
(ST1051, N=10). This is an independent job (Table 2 and Appendix A, Table 30) whose members account for less than 1 percent of the survey sample and less than 1 percent of the civilian personnel sample. The incumbents perform a fairly broad job (average of 154 tasks) that is heavily concentrated in contract administration tasks (41 percent of job time). Eighty-percent of this group's members possess contracting warrants. The group is dominated by civilians (70 percent), all of whom are working in JS-1102, Contract and Procurement. Sixty percent are in grade GS-12. The members of this group administer Research, Development Testing, and Evaluation type contracts and are involved in both services and commodity acquisitions. Representative tasks performed by those forming this job include the following:

- Advise PCO or program manager on contract administration problems
- Evaluate progress payment requests
- Draft or write modifications to contracts
- Compute progress payments
- Review audit reports

CONTRACT ADMINISTRATION AND QUALITY ASSURANCE CLUSTER (ST0171, N=95). This small cluster, consisting of two jobs (Table 2 and Appendix A, Tables 31 and 32), accounts for 2 percent of the total survey sample and 1 percent of the civilian personnel sample. Incumbents performing jobs identified within this cluster are tied together by the amount of time they spend on a number of quality assurance tasks (Table 4). The jobs performed by members of these two groups (Appendix A, Tables 29 and 30), however, are different in a number of respects. For example, members of one group spend far more of their time on training and general administration tasks. This group consists of 67 percent civilians. Fifty percent work in JS-1102, Contract and Procurement, and 17 percent work in JS-1910, Quality Assurance. Forty-two percent are in grade GS-11. Members of the other group spend larger percentages of their time on contract administration and acquisition tasks. The members of this group are

50 percent civilian and 50 percent military. The military members are working in both DAFSC 65170 (29 percent) and DAFSC 65150 (21 percent) positions. Of the 50 percent civilians, 36 percent are in grade GS-09, and all are working in JS-1102, Contract and Procurement (Table 3). Typical tasks performed by members of these two groups include the following:

- Advise Quality Assurance Evaluators (QAE) of responsibilities
- Advise QAEs on documentation requirements
- Analyze QAE inspection reports
- Advise QAEs on development of contract performance checklists
- Analyze adequacy of corrective actions to quality assurance (QA) discrepancies

COMMODITY CONTRACT ADMINISTRATORS CLUSTER (ST0132, (N=86). Personnel forming this cluster of two jobs (Table 2 and Appendix A, Tables 33 and 34) account for 2 percent of the total survey sample and 2 percent of the civilian personnel sample. They spend the largest part of their time administering commodity contracts. The scope of the job performed by members of each group is similar in that one group performs an average of 49 tasks, while the other group performs an average of 54 tasks. They differ from each other in the amount of time spent on contract administration tasks (72 percent vs 44 percent) and on acquisition tasks (32 percent vs 5 percent). Incumbents performing the job with the greatest amount of time spent on contract administration tasks work mostly in central contracting environments at Air Logistic Centers. Of this group, 95 percent are civilians, and 80 percent are working in JS-1102, Contract and Procurement. The grades of the civilians are fairly evenly divided between GS-07 (30 percent), GS-09 (30 percent), and GS-11 (25 percent). Members of the other job work primarily in operational contracting environments. The membership of this job is evenly split between military and civilians. Of the military membership, 43 percent are enlisted personnel. Twenty-one percent hold DAFSC 65130, and 14 percent are in DAFSC 65170. The civilian members of this job group are in JS-1105, Purchasing (21 percent), JS-1106, Procurement Clerical and Assistance (21 percent), and JS-1102, Contract and Procurement (7 percent). Typical tasks performed by members of this group are:

- Draft or write modifications to contracts
- Draft or write modifications to POs or delivery orders (DOs)
- Initiate unilateral modifications
- Negotiate modifications to POs or DOs
- Negotiate modifications to contracts

SUPERVISORY NEGOTIATOR DIVISION AND BRANCH CHIEF CLUSTER (ST0576, N=178). Personnel within this cluster perform five separate jobs (Table 2 and Appendix A, Tables 35 through 39) and account for 4 percent of the total survey sample and 3 percent of the civilian sample. The members of this cluster perform both technical and supervisory/management tasks. Since 92 percent of the personnel within this cluster possess contracting warrants (Table 3), many of the tasks being performed within the technical areas are of the approve or disapprove, evaluate, or review variety. It should be noted that a large percentage of personnel performing jobs within this cluster are also responsible for preparing their own contracts. This combination of factors leads to a fairly broad job, with the members of this cluster performing an average of 224 tasks (Table 3). Representative tasks performed by members of this cluster include the following:

- Proofread correspondence, forms or reports
- Determine work priorities for subordinates
- Advise subordinates on unit policies or procedures
- Approve or disapprove leaves or passes
- Approve or disapprove price negotiation memoranda (PNM)
- Evaluate PNMs
- Advise negotiators on negotiation positions or techniques

Each of the five jobs is fairly broad in nature for the reasons explained above. The jobs differ from each other in terms of time spent variations between the more technically-oriented areas, such as acquisition, contract administration, and pricing, as well as percent members performing and time-spent differences on individual tasks within each of the technically oriented areas. Differences in technical task performance are driven by a number of factors, such as contracting environment (i.e., operational contracting, central/systems etc.) the members are working in, types of acquisitions, such as commodity or services, numbers of contracting actions prepared or administered, whether members are buyers or contract administrators or both, and a number of other factors. Variations among the jobs also occur in terms of the supervisory and management kinds of tasks. These differences occur based on the number of personnel supervised, category of personnel being supervised; i.e., civilian, officer, or enlisted, or combinations of the categories. Certain administration and management task differences are also driven by the level of organization to which the individual is assigned. For example, members assigned to a division-level organization will often spend more of their time on certain staffing kinds of tasks than a person assigned to a squadron or detachment.

Of the five separate jobs identified within this cluster, three were dominated by members working in the operational contracting environment. The first of these jobs was comprised of a fairly even mixture of civilians (36 percent), officers (35 percent), and enlisted (29 percent). Most of the civilians worked in JS-1102, and most of the civilians were in grade GS-11 or GS-12. For the officers, all but 4 percent were captains or majors serving in DAFSC 651X or 6534 positions. For the enlisted, all but 4 percent were

working in DAFSC 65170 positions. Ninety-five percent of this group's members possessed contracting warrants and had the broadest job of any within this cluster, performing an average of 296 tasks.

The members of the second of these jobs were performing an average of 150 tasks. Forty-seven percent of the incumbents were civilian GS-11 or GS-12 working in JS-1102, Contract and Procurement. Of the military members, 40 percent were enlisted working in DAFSC 65170 positions, and 13 percent were officers working in either DAFSC 6516 or 6534 positions. All of the group members possessed contracting warrants.

The third job consisted mainly of military members (83 percent), with 71 percent enlisted personnel, and 54 percent working in DAFSC 65170 positions. The members of this job were performing an average of 195 tasks.

The fourth job identified in this cluster consisted mainly of members who were working in Systems or Research and Development (83 percent) acquisition environments. Seventy-two percent of this group indicated they were involved in Research, Development, Testing, and Evaluation category contracts. The members of this group are 58 percent civilians and 42 percent officers. Forty-nine percent of the group are in grade GM-13 and are working in JS-1102, Contract and Procurement. Nineteen percent of this group's members are captains, and 19 percent are majors. Compared to the three previous described jobs within this cluster, the members of this group are involved in large dollar value contracts. For 52 percent of the members of this group, the average dollar value of contracting actions prepared during the past year ranged between 1 million and 25 million dollars plus. Eighty-eight percent of the members possess contracting warrants.

The final job within this cluster involves a small number of people (N=10) who perform an average of 166 tasks. Sixty percent of the group members are officers evenly divided between captains and majors. The 40 percent civilians are all GM-13s working in JS-1102. All of the members of this group are supervisors. Members of this group spend less than half the time on acquisition tasks, but spend twice the amount of time on command and management tasks than the other jobs identified in this cluster.

CONTRACTING COMMANDERS, DIRECTORS, AND DIVISION CHIEFS CLUSTER (ST456, N=531). This cluster of three jobs accounts for 11 percent of the total survey sample and 9 percent of the civilian sample. The members forming this cluster are senior in rank and grade to all other clusters and independent job types identified in this survey. The people performing these jobs spend most of their time in command, management, and supervision activities. Ninety-two percent are supervisors. The incumbents are fairly evenly divided between officers (51 percent) and civilians (47 percent), with the remainder enlisted personnel. Officers forming this cluster are lieutenant colonels (17 percent), majors (15 percent), captains (9 percent), and colonels (10 percent). Thirty-two percent of the group are officers working in DAFSC 651X, 14 percent in DAFSC 659X, and 5 percent are in DAFSC 653X. Of the civilian members of

the group, 30 percent are GM-13 or GM-14, and the remainder are in grades GM-15, GS-11, or GS-12 (Table 3). Representative tasks performed by members of this cluster include:

- Approve or disapprove leaves or passes
- Certify civilian timecards
- Develop unit goals or objectives
- Advise subordinates on unit policies or procedures
- Present informal briefings
- Prepare informal briefings

The three jobs identified in this cluster (Appendix A, Tables 40-42) differ from each other either in terms of number of tasks performed, time spent on supervision or management tasks, or time spent on technical tasks. The incumbents of one job are more senior in terms of rank or grade. This group's members spend 52 percent of their time on command and management tasks (compared to 27 percent and 22 percent for the other two jobs identified in this cluster). This senior group is comprised of 73 percent officers and 27 percent civilians. Of the officers, 36 percent are colonels, and 27 percent are lieutenant colonels. Forty-one percent of the officers are in DAFSC 659X, and 32 percent are in DAFSC 651X. The civilians are in grade GM-15 (14 percent), GM-14 (9 percent), and GM-13 (5 percent). All but 5 percent of the civilians are working in JS-1102, Contract and Procurement. Sixty-three percent of the members are at Major Command or higher levels.

The second of the three jobs identified in this cluster is different in the respect that the incumbents spend proportionately more of their time on acquisition tasks (21 percent vs 9 percent for each of the other groups). This group of 86 percent officers and 14 percent civilians performs an average of 77 tasks. The officers in this group are fairly evenly divided, with 24 percent each being in the grades major through colonel. Forty-eight percent are in DAFSC 6596, and 38 percent are in DAFSC 6516. The civilian members of this group are all in grade GM-14. Eighty-five percent of this group's incumbents are working in major systems (71 percent) or research and development (14 percent).

The final job identified in this cluster performs almost twice the number of tasks performed by members of the other two groups (142 vs 77 and 78). This group also spends more of their time on resource management tasks (12 percent vs 4 or 5 percent). Members of this group also show larger percent members performing on a number of personnel tasks. The members of this group are fairly evenly split between officers (50 percent) and (48 percent) civilians. Thirty-two percent of the officers are lieutenant colonels (17 percent) or majors (15 percent), and 31 percent are in DAFSC 651X. Thirty-seven percent of the civilians are in grades GM-14 (14 percent), GM-13 (17 percent), or GS-12 (10 percent).

AIR LOGISTICS CENTER CONTRACT SUPERVISORS INDEPENDENT JOB TYPE (ST1231, N=10). This independent job (Table 3, and Appendix A, Table 43) accounts for less than 1 percent of the total sample and less than 1 percent of the civilian sample and is differentiated from other management and supervisory jobs based on the amount of time spent in performing personnel tasks (46 percent). Incumbents performing this job also spend an additional 32 percent of their time performing general administration tasks (19 percent) and command and management tasks (13 percent). The members forming this job are typically working at Air Logistics Centers, with 90 percent being civilians. The civilian members of this job are distributed across four different job series; JS-1106, Procurement Clerical and Assistance (30 percent), JS-0801, General Engineering (20 percent), JS-1102, Contract and Procurement (20 percent) and JS-1910, Quality Assurance (20 percent). Grades GS-07, GS-12, and GM-13 each had 30 percent of the civilians. Some of the typical tasks performed by this job group are as follows:

- Certify civilian timecards
- Approve or disapprove leaves or passes
- Draft or write civilian performance reports
- Draft or write civilian job descriptions

CONTRACTING STAFF AND INSPECTION AND EVALUATION CLUSTER (ST0168 N=318). This cluster of six jobs (Table 2 and Appendix A, Tables 44-49) accounts for 7 percent of the entire survey sample and 8 percent of the civilian survey sample. It is differentiated from other clusters and independent job types based on the distribution of time spent across command and management, general administration, acquisition, and inspection and evaluation tasks (Table 4). Fifty percent of the members of this cluster are assigned to major air command (39 percent) or Headquarters Air Force level (11 percent). Personnel performing jobs in this cluster are dominantly civilian (66 percent), and 28 percent are officers (Table 3). The individual jobs identified within this cluster differ from one to another based on the variances in time spent on various kinds of tasks. The scope of the jobs range from an average of 25 tasks performed to 78 tasks performed. Typical tasks performed by those performing jobs within this cluster include:

- Proofread correspondence, forms, or reports
- Prepare informal briefings
- Draft or write point, position, or talking papers
- Interpret regulations, manuals, supplements, or procedures
- Present informal briefings
- Draft or write correspondence, such as letters or messages, for electrical transmissions
- Prepare formal briefings

The first of the six jobs is distinct in the respect that members spend far more of their time on acquisition tasks (48 percent) when compared with other jobs in this cluster. The job incumbents perform an average of 39 tasks, with 90 percent being civilians and the remaining 10 percent officers. Seventy percent of the civilians range in grade from GS-11 to GS-13, with all but 10 percent being in JS-1102, Contract and Procurement. In addition, 70 percent are working at Air Division level or above.

The second of the six jobs primarily differs from the others based on the amount of time spent performing command and management tasks (46 percent). The members forming this job are typically assigned to Major Air Command or HQ Air Force levels performing in staff contracting positions. The incumbents are comprised of civilians (55 percent), officers (38 percent), and the remainder are enlisted personnel. The civilians range in grades from GS-11 through GM-14, with 38 percent in grades GS-12 or GS-13, and 39 percent working in JS-1102, Contract and Procurement. Of the 38 percent officers, 25 percent are majors, and 29 percent are in DAFSC 651X positions.

The third job distinguishes itself from the other jobs in this cluster based on time spent on resource management tasks (28 percent), with special emphasis on manning and manpower-related actions. Fifty-eight percent of this group's members are civilians, with 50 percent in grade GS-12. The 25 percent enlisted members of this group are chief master sergeants. The members of this group are assigned to various organizational levels, but one-third are at major air command headquarters.

The next job identified is fairly narrow in that an average of only 34 tasks are performed by the incumbents. The members of this group are set apart from the other jobs being performed based on the amount of time spent on general administration tasks (40 percent). Incumbents performing this job are primarily civilians (73 percent), with 49 percent in grades GS-11 or GS-12. All but 2 percent of the remaining members of this group are officers, with 16 percent holding the rank of either major or lieutenant colonel.

The last two jobs in this cluster are different from others based on the time spent on inspection and evaluation tasks. The members of one of these groups spend 31 percent of their time performing inspection and evaluation tasks. This group is comprised mainly of civilians (53 percent) and officers (35 percent). Of the 53 percent civilians, 42 percent are in grades GS-11 or GS-12. In addition, 24 percent of the civilians are in JS-1910, Quality Assurance, and 18 percent are in JS-1102, Contract and Procurement. Two-thirds of the officer members of this group are majors.

Members performing the final job in this cluster spend 44 percent of their time on inspection and evaluation tasks. The members of this group most often identify themselves as IG Inspectors and are assigned at major air command headquarters (70 percent) or Headquarters Air Force level (20 percent). The members are entirely military (70 percent officers and 30 percent enlisted), with 50 percent of the group holding the rank of major.

PRODUCTION AND MANUFACTURING PERSONNEL CLUSTER (ST0113, N=141). Accounting for 3 percent of the total survey sample and 3 percent of the civilian survey sample, this cluster of four jobs (Table 2 and Appendix A, Tables 50 through 53) is set apart from other clusters and independent job types based on the amount of time spent performing production and manufacturing tasks (Table 4). The members of this cluster are evenly divided between civilians and officers, and 93 percent of the incumbents are assigned to Air Force Systems Command. Of the 50 percent who are civilians, 34 percent are in grades GS-11 or GS-12, and 35 percent are working in JS-0801, General Engineer, or JS-0896, Industrial Engineer. Almost half of the officers (24 percent) are in DAFSC 652X, and 12 percent are in DAFSC 651X. Only 27 percent of the members are supervisors. Typical tasks performed by members of this cluster are as follows:

- Evaluate contractors' manufacturing or production management systems
- Coordinate production problems with contractors or SPO
- Evaluate contractors' production plans
- Determine impact of production problems on delivery schedules
- Participate in production management reviews (PMRs)

The four separate jobs identified within this cluster are similar in that production and manufacturing tasks are dominant in terms of time spent for each job. Differences between the four jobs are based on percent members performing and time spent variations on individual production and manufacturing tasks, as well as time spent on other kinds of tasks, such as contract administration, general administration, command and management, etc. The first of the four jobs is differentiated from the others based on percent members performing and time spent differences on a number of production and manufacturing and contract administration tasks. Incumbents for this job are typically working in Air Force Contract Management Division environments, and 93 percent are working at detachments or operating locations. Seventy-three percent of this group's members are civilians, with 53 percent working in JS-1150, Industrial Specialist, and 20 percent working in JS-0896, Industrial Engineer. All of the officers are working in DAFSC 6524. Incumbents of the second job spend less of their job time on production and manufacturing tasks than other jobs within this cluster (29 percent), but more of their time on personnel tasks, since 88 percent of this group's members are supervisors. This job is dominated by officers (71 percent), with 53 percent holding the rank of major or lieutenant colonel. The officer incumbents of this group work in various DAFSCs, with the highest percentage working in DAFSC 651X positions (35 percent). The 29 percent civilian members are mostly in grades GM-13 through GM-15, and 18 percent are working in JS-0896, Industrial Engineer. The scope of the job is fairly broad, with members performing an average of 139 tasks. The incumbents performing the third of the 4 jobs perform the largest number of tasks (average of 226). Incumbents performing this job also set themselves apart based on percent members performing and time-spent differences on a number of production and manufacturing and

quality assurance tasks. Fifty percent of this job's members are civilians, and the other 50 percent are officers. The civilian members are in grades GS-12 (36 percent) or GS-13 (14 percent) and 43 percent work in JS-0801, General Engineer, or JS-0896, Industrial Engineer. All but 14 percent of the officers are in DAFSC 651X positions. Ninety-three percent of these personnel work in major systems environments. The final job in this cluster is the narrowest in terms of job scope, with members performing an average of only 86 tasks. These members also spend more of their time (62 percent) on production and manufacturing tasks than members performing other jobs in this cluster. Officers account for 62 percent of this group's job incumbents, with 53 percent holding the rank of lieutenant or captain. In addition, 37 percent are working in DAFSC 652X. Of the 38 percent civilians forming the remainder of this group, 28 percent are working in JS-0896, Industrial Engineer. Half of the civilians are in grades GS-11 or GS-12, with the remainder in GS-13 or GS-14 or GM-13.

GOVERNMENT-OWNED PROPERTY AND EQUIPMENT ADMINISTRATORS INDEPENDENT JOB TYPE (ST0458, N=35). This independent job (Table 2 and Appendix A, Table 54) is differentiated from other clusters and independent jobs based on the large amount of time spent performing government-owned property and equipment tasks (43 percent) (Table 4). Members performing this job (1 percent of survey sample and 1 percent of civilian sample) are typically civilian (97 percent), with 80 percent in grades GS-11 or GS-12. Ninety-one percent are working in JS-1103, Industrial Property Management, and 80 percent are assigned to AF Contract Management environments. Typical tasks performed by members forming this independent job include:

- Evaluate utilization of Government-furnished materials
- Determine validity of Government property remaining with contractors
- Verify condition of GFP or GFE
- Evaluate storage, disposition, or use of precious metals or hazardous materials

AUTOMATED DATA SYSTEMS CLUSTER (ST0119, N=218). As the name implies, members of this cluster (4 percent of entire survey sample and 5 percent of the civilian survey sample) spend most of their time performing automated systems operation or maintenance tasks (Table 4). Generally, except for 1 job, the scope of the jobs in this cluster is fairly narrow, with the average number of tasks performed ranging between a low of 16 to a high of 103.

Four of the five jobs (Table 2 and Appendix A, Tables 55-59) identified are technically oriented, and the fifth job is performed by a group of personnel who are performing both technical and supervisory tasks. Differences between the four technical jobs are based on the number of tasks performed,

time spent on automated data systems operation or maintenance tasks, percent members performing, and time spent differences on individual tasks within these areas. Representative tasks performed by members of this cluster include:

- Tear down, collate, or distribute automated products
- Make additions, changes, or deletions to data bases
- Input data using cathode ray tubes (CRTs)
- Advise automated data processing equipment (ADPE) users of problems encountered during systems operations
- Coordinate systems problems with data automation personnel
- Determine corrective actions for problems identified on data systems listings

In the first job, the most narrow of all (average of 16 tasks performed), the members are spending 62 percent of their time on automated data systems operation tasks. Incumbents performing this job are fairly evenly divided between civilians (52 percent) and enlisted personnel (48 percent). All of the civilians are in grades GS-04 or GS-05, and 44 percent are working in JS-1106. Of the military, 37 percent are in DAFSC 65150. Seventy-four percent of this group's members work in operational contracting environments.

The members performing the second job in this cluster are spending far less of their time on automated data operations tasks than the first job (28 percent). The members of this group are spending an additional 42 percent of their time performing general administration and automated data maintenance tasks. The incumbents perform an average of 36 tasks. The members of this group are all civilians in grades GS-05 (36 percent), GS-06 (21 percent), and GS-07 (43 percent), and 86 percent are working in JS-1106, Procurement Clerical and Assistance.

The incumbents performing the third job in this cluster are performing an average of 42 tasks, with 68 percent of their time spent on automated systems operation tasks (49 percent) and automated systems maintenance tasks (19 percent). Seventy-four percent of the members are working in operational contracting environments. Those performing this job are fairly evenly divided between civilians (52 percent) and enlisted (48 percent). The civilians range in grades from GS-04 through GS-07, with 24 percent being in grade GS-05, and all but 4 percent are in JS-1106, Procurement and Clerical Assistance. Twenty-two percent of the enlisted members are working in DAFSC 65150, and 22 percent are in DAFSC 65170.

Those incumbents performing the next job identified spend their time on a mixture of technical and supervisory tasks (82 percent are supervisors). This mixture of tasks also accounts for the fact that these incumbents are performing the broadest job (average of 103 tasks). Most are systems branch chiefs.

Fifty-six percent are enlisted personnel, with 40 percent working in 7-skill level positions. The 33 percent civilians are all working in JS-1102, Contract and Procurement, and the majority of these are GS-09s. Eighty-two percent of this group's members work in operational contracting environments.

The final job in this cluster is dominated by civilians who are more senior in grade than other jobs in this cluster. Of the 94 percent of this group who are civilians, the majority are GS-12s. The work performed by members of this group is different in the respect that they spend much more of their time on automated data systems maintenance tasks (56 percent) than any other group. The civilian members work in a number of different job series, but 44 percent are in JS-1102, Contract and Procurement.

QUALITY ASSURANCE PERSONNEL CLUSTER (ST0105, N=353). This cluster of four jobs (Table 2 and Appendix A, Tables 60 through 63) accounts for 7 percent of the survey sample and 13 percent of the civilian sample and is characterized by the large amount of time spent on quality assurance tasks (52 percent) (Table 4). Table 4 also shows they spend an additional 16 percent of their time performing production and manufacturing surveillance tasks. Ninety-nine percent of this clusters members are civilians, with 97 percent working in JS-1910. Cluster members are predominately GS-11s (59 percent), with 22 percent GS-09s and 13 percent GS-12s. Representative tasks performed by members forming this cluster include the following:

- Identify QA deficiencies
- Perform product inspection verification (PIV)
  - reviews
- Evaluate adequacy of contractors' QA procedures
- Verify configuration and calibration of tools
  - and equipment
- Analyze adequacy of corrective actions to quality assurance (QA) discrepancies

Of the four jobs identified in this cluster, three are almost entirely technical, and the fourth is a combination of technical and supervisory. The scope of the jobs varies somewhat, with the average number of tasks being performed ranging from 26 to 140. Differences among the jobs also occur in terms of time spent on quality assurance tasks. For example, although members of all four jobs spend relatively the largest amount of their time on quality assurance tasks, the time spent on these tasks ranges from a low of 30 percent to a high of 78 percent. Variations also occur among the members performing the four jobs in terms of time spent on production and manufacturing surveillance tasks. The incumbents of all of the jobs were primarily from AF Contract Management environments working at the detachment or operating location levels.

CONTRACT GENERAL ADMINISTRATION PERSONNEL CLUSTER (ST0093, N=250). Accounting for 5 percent of the entire survey sample and 8 percent of the civilian survey sample, this cluster of three jobs (Table 2 and Appendix A, Tables 64 through 66) is characterized by the large amount of time spent on general administration tasks (Table 4). For the entire cluster, the members were spending 61 percent of their time on general administration tasks, with the next highest amount of time spent on automated data systems operations tasks, accounting for just 9 percent of the time. Dominated by civilians (89 percent), with 76 percent in JS-1106, Procurement Clerical and Assistance, the jobs being performed are fairly limited in scope (average number of tasks performed range from a low of 13 to a high of 34) (Table 4). Some typical tasks performed by members of this cluster include the following:

- Type correspondence, reports, or forms
- Proofread correspondence, forms, or reports
- Distribute correspondence
- Maintain unclassified files
- Maintain supply of blank forms

The members of one job differ from the two others based on the large amount of time spent in preparation of formal and informal briefings in addition to correspondence preparation tasks. Personnel performing the second of three jobs specialize in correspondence preparation and distribution, along with files and publication maintenance. The job incumbents performing the third job are spending less time on general administration tasks, with more time spent on acquisition tasks than the members of the other two groups. The members of this group also perform a broader job than the other 2 (average of 34 tasks vs 13 for the other 2 groups).

BRIEFING SPECIALISTS INDEPENDENT JOB TYPE (ST0842, N=21). This independent job (Table 2 and Appendix A, Table 67) accounts for less than 1 percent of the entire survey sample and 1 percent of the civilian sample. The members forming this job are very specialized in that they spend one-third of their time on the preparation and presentation of formal and informal briefings. They perform an average of only 16 tasks. Ninety percent of this group's members are civilians, with 52 percent working in JS-0801, General Engineer, and JS-0896, Industrial Engineer. An additional 29 percent are in JS-1910, Quality Assurance. Over half the group members (62 percent) are assigned to AF Systems Command. Typical tasks performed by members forming this job are provided below.

- Present informal briefings
- Prepare informal briefings
- Present formal briefings
- Prepare formal briefings
- Prepare status boards, charts, or graphs

## ANALYSIS OF JOB SERIES GROUPS

An analysis was conducted of the eight civilian JS groups to determine the tasks performed by each of the series and the differences and similarities among the series. These descriptions are useful in determining the kinds of training to be provided for each of the job series. The JS included in this occupational survey included 801 - General Engineering, 896 - Industrial Engineer, 1102 - Contract and Procurement, 1103 - Industrial Property Management, 1105 - Purchasing, 1106 - Procurement Clerical and Assistance, 1150 - Industrial Specialist, and 1910 - Quality Assurance.

JS-801, General Engineering. The JS-801, personnel responding to the survey accounted for 5 percent of the total survey sample (civilians, officers, and enlisted personnel) and 9 percent of the civilian survey sample. Compared with the other job series included in this survey, JS-801, personnel spend relatively larger amounts of their time on personnel, resource management, and command and management tasks (Table 5). They perform an average of 77 tasks, and higher percentages of JS-801 personnel were supervisors (56 percent) than any of the other job series surveyed. Representative tasks performed by JS-801 personnel are in Table 6.

JS-896, Industrial Engineering. JS-896 personnel responding to the survey spend more of their time in the performance of Production and Manufacturing Surveillance tasks (20 percent) than all other job series included in this survey except JS-1150, Industrial Specialist (Table 5). Industrial Engineers account for 2 percent of the total survey sample and 4 percent of the civilian survey sample. Although JS-896 incumbents spend less of their time in the performance of command, management, and supervisory tasks than JS-801 members, they spend more of their time on these kinds of tasks than all other job series included in the survey (Table 5). Table 5 also shows that the scope of their job is only slightly smaller than JS-801 in that they perform an average of 72 tasks. Tasks commonly performed by JS-896 members can be found in Table 7.

JS-1102, Contract and Procurement. JS-1102 incumbents account for 28 percent of the survey sample and 49 percent of the civilian sample. Sixty-six percent of their time is spent performing acquisition (38 percent), contract administration (14 percent), and pricing (14 percent) tasks (Table 5). Table 5 shows they have the broadest job of all job series included in the survey in that they perform an average of 110 tasks. The display shown in Table 8 shows that JS-1102 incumbents possess the greatest percentage of contracting warrants, prepare the highest number of contracting actions, and the average dollar amount of contracting actions or modifications is higher than all other job series in this survey. Some of the representative tasks performed by members of the job series can be found in Table 9.

TABLE 5

## AVERAGE PERCENT TIME SPENT ON DUTIES BY CIVILIAN JOB SERIES

DUTIES	JS-801 (N=243)	JS-896 (N=113)	JS-1102 (N=1,339)	JS-1103 (N=27)	JS-1105 (N=98)	JS-1106 (N=335)	JS-1150 (N=44)	JS-1910 (N=501)
A COMMAND AND MANAGEMENT	16	14	7	13	2	4	16	9
B INSPECTION AND EVALUATION	4	3	2	6	1	1	5	8
C GENERAL ADMINISTRATION	20	18	6	10	9	44	16	12
D RESOURCE MANAGEMENT	10	6	1	2	1	1	4	2
E CONTINGENCY AND DEPLOYMENT	1	1	*	*	*	*	2	*
F PERSONNEL	13	5	3	2	*	2	4	4
G TRAINING	3	3	2	2	*	2	2	3
H AUTOMATED DATA SYSTEMS OPERATION	1	3	2	3	6	16	1	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	7	1	1	*	4	1	1
J PRICING	2	4	14	*	2	1	1	*
K PRODUCTION AND MANUFACTURING SURVEILLANCE	8	20	2	6	1	1	27	13
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	1	1	1	37	*	*	3	2
M QUALITY ASSURANCE	2	2	1	1	*	*	3	40
N ACQUISITION	10	7	38	5	66	16	5	2
O CONTRACT ADMINISTRATION	5	5	14	11	11	9	10	2
P GENERAL ACQUISITION	2	3	2	*	1	1	2	1
AVERAGE NUMBER OF TASKS PERFORMED								
PERCENTAGE OF SUPERVISORS								
	77	72	110	55	52	25	94	67
	56	20	22	15	4	4	27	18

\* Less than .5 percent

TABLE 6  
REPRESENTATIVE TASKS PERFORMED BY JOB SERIES 801

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C171 Present informal briefings	78
C168 Prepare informal briefings	75
C167 Prepare formal briefings	73
C170 Present formal briefings	70
C172 Proofread correspondence, forms, or reports	69
A72 Draft or write point, position, or talking papers	66
A2 Advise commanders or staff agency personnel on matters such as capabilities, procedures, or programs	61
C151 Draft or write memoranda for record (MFR)	60
C153 Draft or write trip reports	57
C150 Draft or write correspondence, such as letters or messages for electrical transmissions	54

TABLE 7  
REPRESENTATIVE TASKS PERFORMED BY JOB SERIES 896

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C168 Prepare informal briefings	75
C171 Present informal briefings	75
C167 Prepare formal briefings	62
C169 Prepare status boards, charts, or graphs	60
A72 Draft or write point, position, or talking papers	59
C151 Draft or write memoranda for record (MFR)	56
C170 Present formal briefings	55
C153 Draft or write trip reports	54
C172 Proofread correspondence, forms, or reports	53
A2 Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	52

TABLE 8

## BACKGROUND INFORMATION FOR CIVILIAN JOB SERIES

<u>TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)</u>	<u>JS-801 (N=243)</u>	<u>JS-896 (N=113)</u>	<u>JS-1102 (N=1,339)</u>	<u>JS-1103 (N=471)</u>	<u>JS-1105 (N=98)</u>	<u>JS-1106 (N=335)</u>	<u>JS-11150 (N=44)</u>	<u>JS-1191 (N=501)</u>
OPERATIONAL (BASE)	26	19	30	6	78	29	5	5
CENTRAL	6	4	29	2	11	22	9	4
RESEARCH AND DEVELOPMENT	20	3	7	4	1	8	0	2
MAJOR SYSTEMS	21	24	16	0	1	10	20	21
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	1	4	0	0	1	1	0	10
DEF CONTRACT AUDIT AGENCY	0	0	0	0	0	0	0	0
CONTRACT MANAGEMENT CENTER	0	0	0	9	0	2	7	4
AF CONTRACT MANAGEMENT DIVISION	7	22	8	72	1	10	45	42
OTHER	17	19	8	0	2	6	11	7
<u>PERCENTAGE POSSESSING CONTRACTING WARRANTS</u>								
ADMINISTRATIVE CONTRACTING OFFICER	0	0	6	0	1	0	0	0
PRINCIPAL CONTRACTING OFFICER	0	0	29	0	1	1	2	0
TERMINATING CONTRACTING OFFICER	0	0	1	0	0	0	0	0
<u>NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)</u>								
NONE	80	80	35	89	60	80	89	95
1 TO 5	12	14	12	2	17	3	2	2
6 TO 10	4	2	10	2	0	2	0	0
11 TO 15	0	1	7	0	1	1	2	0
16 TO 20	1	0	4	2	0	1	0	0
MORE THAN 20	2	2	32	4	20	10	7	1
<u>AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)</u>								
NONE	83	81	32	96	20	75	93	95
\$1-25,000	2	5	12	0	52	10	2	1
\$25,000-100,000	5	5	14	0	15	4	5	0
\$100,001-500,000	3	4	16	2	3	3	0	1
\$500,001-1,000,000	2	2	9	2	5	2	0	1
1,000,001-25 MILLION	5	3	13	0	2	3	0	1
OVER 25,000,001	0	0	4	0	1	0	1	0

TABLE 9  
REPRESENTATIVE TASKS PERFORMED BY JOB SERIES 1102

<u>TASKS</u>	<u>PERCENT MEMBERS</u>	<u>PERFORMING</u>
C151 Draft or write memoranda for record (MFR)	59	
J477 Draft or write PNMs	58	
C172 Proofread correspondence, forms, or reports	55	
J457 Analyze contractors' cost elements	55	
C168 Prepare informal briefings	53	
N903 Draft or write modifications to contracts	53	
J502 Review contractors' cost and price data	50	
C150 Draft or write correspondence, such as letters or messages for electrical transmissions	50	

TABLE 10  
REPRESENTATIVE TASKS PERFORMED BY JOB SERIES 1103

<u>TASKS</u>	<u>PERCENT MEMBERS</u>	<u>PERFORMING</u>
L711 Evaluate property survey reports	81	
L719 Evaluate utilization of Government-furnished materials	77	
L717 Evaluate storage, disposition, or use of precious metals or hazardous materials	77	
L703 Determine validity of Government property remaining with contractors	74	
L726 Verify condition of GFP or GFE	74	
L689 Advise SPO, ACO, or PCO on acquisition, use or disposition of industrial Government owned property (GOP)	74	
L700 Determine contractors' responsibilities for loss, damage, or destruction to GFP, GFF, or GFE	68	
L701 Determine disposition of residual Government property or materials	66	
L712 Evaluate recommendations for disposition of GFE, GFP, or materials	66	

JS-1103, Industrial Property Management. Job Series 1103 survey incumbents differ from the other job series included in this survey based on the large amount of time (37 percent) they spend performing Government-Owned Property and Equipment tasks (Table 5). These survey respondents account for 1 percent of the total survey sample and 2 percent of the civilian sample, and they perform a fairly narrow job, averaging 55 tasks performed (Table 5). Table 8 shows that 72 percent of this group's members work in AF Contract Management Divisions and that only small percentages of JS-1103 personnel are involved in the preparation of contracting actions. Tasks commonly performed by JS-1103 members are found in Table 10.

JS-1105, Purchasing. The survey respondents in this job series account for 2 percent of the total survey sample and 4 percent of the civilian survey sample. The members of this job series spend by far the greatest amount of their time performing acquisition tasks (66 percent), with an additional 11 percent of their time spent in the performance of contract administration tasks (Table 5). Table 5 also shows that members of this group have a fairly narrow job in that they perform an average of 52 tasks, and only 4 percent of those responding are supervisors. Representative tasks performed by members of this group are in Table 11.

JS-1106, Procurement Clerical and Assistance. Members account for 7 percent of the total survey sample and 12 percent of the civilian sample. They are set apart from the other job series in this survey by the large amount of time they spend on general administration (44 percent) and automated data systems operation tasks (16 percent) (Table 5). Table 5 also shows that they perform the most narrow job of all, averaging only 25 tasks. Table 12 displays the common tasks performed by members of this group.

JS-1150, Industrial Specialist. Industrial Specialists account for only 1 percent of the total survey sample and 2 percent of the civilian sample. They are distinguished from other job series based on the relatively large amount of time they spend performing production and manufacturing surveillance tasks (27 percent) (Table 5). Table 5 also shows that members of this group perform an average of 94 tasks, (second only to JS-1102 personnel), and 27 percent are supervisors. Representative tasks performed by JS-1150 respondents are in Table 13.

JS-1910, Quality Assurance. Quality Assurance personnel are the second largest job series included in this survey. They account for 10 percent of the entire survey sample and 18 percent of the civilian sample. They are differentiated from other job series based on the relatively large amount of time spent in the performance of quality assurance (40 percent) and production and manufacturing surveillance (13 percent) tasks (Table 5). Table 5 also shows that members of this job series perform an average of 67 tasks, and 18 percent are supervisors. Table 8 shows 63 percent are assigned to AF Contract Management Division (42 percent) or major systems (21 percent) organizations. Some of the typical tasks they perform are in Table 14.

TABLE 11  
REPRESENTATIVE TASKS PERFORMED BY JOB SERIES 1105

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1009 Prepare POs	74
N839 Cancel PRs	70
N1031 Request oral bids or quotations	61
N842 Compare abstracts with PRs, such as AF Forms 9 (Request for Purchase)	57
N875 Determine if brand name or sole source justifications are required for purchases	56
N1039 Review adequacy of item descriptions	54
N1008 Prepare modifications to item descriptions	54
N1038 Review abstracts of quotations, proposals, or bids	54
N904 Draft or write modifications to POs or delivery orders (DOs)	53
N861 Coordinate PR discrepancies with appropriate personnel, such as customers, finance, or program managers	52

TABLE 12  
REPRESENTATIVE TASKS PERFORMED BY JOB SERIES 1106

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C177 Type correspondence, reports, or forms	83
C172 Proofread correspondence, forms, or reports	71
C148 Distribute correspondence	63
C163 Maintain unclassified files	53
C162 Maintain supply of blank forms	50
C165 Post changes to publications	40
C147 Distribute contract documents to appropriate units, such as production, quality, or legal	33

TABLE 13  
REPRESENTATIVE TASKS PERFORMED BY JOB SERIES 1150

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C150 Draft or write correspondence, such as letters or messages for electrical transmissions	77
C171 Present informal briefings	73
C172 Proofread correspondence, forms, or reports	73
C164 Perform room or area security checks	70
A72 Draft or write point, position, or talking papers	64
A95 Interpret regulations, manuals, supplements, or procedures	61
C168 Prepare informal briefings	61
A2 Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	61
C169 Prepare status boards, charts, or graphs	61
C167 Prepare formal briefings	61

TABLE 14  
REPRESENTATIVE TASKS PERFORMED BY JOB SERIES 1910

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
M767 Identify QA deficiencies	63
M731 Analyze adequacy of corrective actions to quality assurance (QA) discrepancies	58
M754 Evaluate adequacy of contractors' QA procedures	55
M793 Verify configuration and calibration of tools and equipment	53
M772 Participate on quality assurance evaluation teams	48
M777 Perform product inspection verification (PIV) reviews	48
M768 Inspect production assemblies for compliance with military standards	47
B126 Develop inspection checklists	45
M752 Draft or write responses to deficiency reports	44

## ANALYSIS OF JOB SERIES DESCRIPTIONS BY CIVIL SERVICE GRADES

Analysis was performed for each grade represented within the sample for each of the eight civilian job series included in the survey. This analysis was performed to determine the similarities and differences as grade level increases. Results of the analysis are useful in determining the kinds of training that should be provided. Areas covered in the analysis include kinds of tasks performed and time spent on tasks, scope of job, supervisory responsibilities, type of organization assigned to and, where applicable, the number and dollar value of contracting actions prepared. Analysis was not performed on grades that had less than 10 people in the sample.

JS-0801, General Engineer. For JS-0801, analysis included GS grades 11, 12, and 13 and GM grades 13, 14, and 15. In the general sense, except for GS-13, the scope of the job expanded at each grade level, ranging from an average of 37 tasks performed by GS-11 personnel to 122 tasks performed by GM-15 personnel. Table 15 also shows for the GS grades that 39 percent of GS-12 personnel were supervisors, compared to 18 percent for GS-11 and GS-13. As is expected, the data in Table 15 reveal that larger percentages of those in GM grades were supervisors, with GM-13 having the largest percentage (91 percent). In terms of time spent on tasks performed, except for GM-14, there is a steady increase in time spent on command and management tasks as grades progress. Table 15 also shows that, except for GS-13, there is a steady increase in time spent on resource management tasks as grade level moves upward. Conversely, there is a steady decrease in time spent on general administration (except for GS-13), production and manufacturing surveillance, quality assurance, and contract administration tasks as grades increase. Table 15 also shows that GS-13 personnel spend more time on acquisition tasks than personnel in any of the other grades.

JS-0896, Industrial Engineer. Within JS-0896, GS grades 9, 11, and 12 and GM-13 were examined. Review of the average number of tasks performed revealed that the scope of the job broadens with each successive grade, ranging from an average of 52 tasks performed by GS-9 members to 115 for GM-15 personnel. Table 16 also shows that time spent on command and management tasks increases slightly with each successive grade. This table also shows that time spent on general administration tasks generally decreases as the grade increases. In terms of differences for specific grades, Table 16 shows that GS-9 and GS-11 personnel spend relatively more of their time performing automated data systems operation and maintenance tasks than GS grades 12 or 13. In addition, GS-11 personnel spend more time on training tasks than any of the other grades. A further look at Table 16 reveals that GS-12 and GM-13 personnel spend relatively more of their time on production and manufacturing surveillance tasks than GS-9 or 11. Finally, GM-13 incumbents spend a larger amount of their time performing personnel tasks than any of the other grades.

JS-1102, Contract and Procurement. Within the JS-1102 grade structure, a total of 10 grades were examined. Within the GS structure, the grades examined were GS-5, GS-7, GS-9, GS-11, GS-12, GS-13, and GS-14, and within the GM structure, the grades examined were GM-13, GM-14, and GM-15. Within the GS structure, the scope of the job increases for grades GS-5 through GS-11, then

TABLE 15  
AVERAGE PERCENT TIME SPENT ON DUTIES BY JOB SERIES 801 BY GRADE

DUTIES	GS-11 (N=17)	GS-12 (N=66)	GS-13 (N=33)	GM-13 (N=54)	GM-14 (N=47)	GM-15 (N=15)
A COMMAND AND MANAGEMENT	10	14	19	21	20	25
B INSPECTION AND EVALUATION	2	3	4	6	4	3
C GENERAL ADMINISTRATION	34	21	26	17	16	11
D RESOURCE MANAGEMENT	3	6	4	13	16	24
E CONTINGENCY AND DEPLOYMENT	1	1	1	1	*	*
F PERSONNEL	3	10	6	20	20	19
G TRAINING	1	3	2	3	3	3
H AUTOMATED DATA SYSTEMS OPERATION	2	1	2	1	*	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	1	2	1	1	1
J PRICING	3	3	2	2	1	*
K PRODUCTION AND MANUFACTURING SURVEILLANCE	17	11	9	5	3	3
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	1	1	1	1	1	1
M QUALITY ASSURANCE	4	4	1	1	1	1
N ACQUISITION	8	11	17	5	8	7
O CONTRACT ADMINISTRATION	9	8	3	3	3	2
P GENERAL ACQUISITION	3	3	2	1	2	1
AVERAGE NUMBER OF TASKS PERFORMED						
PERCENTAGE OF SUPERVISORS						
	37	65	62	93	96	122
	18	39	18	91	79	87

\* Less than .5 percent

TABLE 16  
AVERAGE PERCENT TIME SPENT ON DUTIES BY  
JOB SERIES 896 BY GRADE

<u>DUTIES</u>	<u>GS-09 (N=10)</u>	<u>GS-11 (N=13)</u>	<u>GS-12 (N=60)</u>	<u>GM-13 (N=13)</u>
A COMMAND AND MANAGEMENT	11	13	14	15
B INSPECTION AND EVALUATION	3	7	2	3
C GENERAL ADMINISTRATION	34	15	16	12
D RESOURCE MANAGEMENT	3	6	7	8
E CONTINGENCY AND DEPLOYMENT	*	1	1	1
F PERSONNEL	*	4	2	17
G TRAINING	1	10	1	5
H AUTOMATED DATA SYSTEMS OPERATION	5	4	3	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	10	13	7	2
J PRICING	3	2	4	2
K PRODUCTION AND MANUFACTURING SURVEILLANCE	14	11	22	25
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	1	1	1	*
M QUALITY ASSURANCE	1	2	3	1
N ACQUISITION	8	5	8	3
O CONTRACT ADMINISTRATION	3	3	6	3
P GENERAL ACQUISITION	3	3	4	1
 AVERAGE NUMBER OF TASKS PERFORMED	52	66	69	115
PERCENTAGE OF SUPERVISORS	--	23	12	77

\* Less than .5 percent

there is a decrease in job scope for GS-12 through GS-14. Table 17 also shows that within the GM grades, the GM-13s and GM-15s have the broadest job of all the grades and have the largest percentage of supervisors. Further review of Table 17 shows that certain patterns exist within the GS and GM grade structures. For example, within the GS grades there is steady increase in time spent on command and management tasks from grades GS-9 through GS-14. GS grades also show increases in time spent on pricing tasks as grades progress from GS-5 through GS-12. Conversely, there is a steady decrease in time spent on acquisition tasks as grades increase from GS-5 through GS-14. Further, time spent on contract administration tasks for the GS grades show increases in grades GS-5 through GS-11 and then decreases in grades GS-12 through GS-14. Table 17 also shows GS-5 and GS-14 personnel spend more time on general administration tasks than all other grades (GS and GM) and GS-5 and GS-7 members spend more time on automated data systems operation tasks than all other grades. Table 18 reveals that over half of GS-7 through GS-9 members are working in operational contracting organizations and that there is an increase in the percentage of GS-7 through GS-11 personnel who work in central contracting organizations as grade levels progress. Table 18 also shows that only small percentages of GS and GM personnel possess administrative contracting warrants and among the GS grades, GS-11 personnel possess a higher percentage of principal contracting warrants than all other GS grades. Among the GM grades, GM-13 personnel possess the highest percentage of contracting warrants. Review of Table 18 reveals that higher percentages of GS-11 members prepared more than 20 contracting actions during the past year and that higher percentages of GS-11 through GS-13 survey respondents prepared contracts with the average dollar amount above \$500,000. Conversely, Table 18 also shows that higher percentages of GS-5 through GS-9 members prepare contracting actions under \$25,000. Among the GM grades, each succeeding grade spends more time on command and management tasks than the previous grade (Table 17). Data displayed in Table 18 show a steady decrease in the percentages of GM personnel working in research and development contracting environments, as grades increase, and a steady increase in percentages of GM members working in major systems environments, as grades progress. In terms of contracting actions, higher percentages of GM-13 personnel prepared more than 20 contracting actions during the past year than GM-14 or GM-15 members. Finally, Table 18 shows that higher percentages of GM-13 members prepare contracting actions above \$500,000.

JS-1103, Industrial Property Management. Two GS grades, GS-11 and GS-12, were examined for this series. In terms of job scope, GS-11 survey respondents have a fairly narrow job in that they perform an average of 38 tasks, while GS-12 members perform an average of 62 tasks. Twenty-six percent of GS-12 group members indicated they were supervisors, but none of the GS-11 members were in supervisory positions. Table 19 also shows that GS-11 respondents spent more of their time performing government-owned property and equipment tasks than GS-12 members. Meanwhile, GS-12 group members spend slightly more of their time in the performance of inspection and evaluation, general administration, personnel, and production and manufacturing surveillance tasks than do GS-11 incumbents (Table 19). Table 20 shows that over half of GS-11 and GS-12 group members work in Air Force Contract Management Division or Contract Management Center organizations.

TABLE 17

## AVERAGE PERCENT TIME SPENT ON DUTIES BY JOB SERIES 1102 BY GRADE

DUTIES	GS-05 (N=27)	GS-07 (N=120)	GS-09 (N=255)	GS-11 (N=262)	GS-12 (N=425)	GS-13 (N=45)	GS-14 (N=10)	GS-13 (N=117)	GM-14 (N=46)	GM-15 (N=15)
A COMMAND AND MANAGEMENT	2	1	2	3	8	14	38	15	25	31
B INSPECTION AND EVALUATION	*	*	1	2	2	3	3	4	5	4
C GENERAL ADMINISTRATION	14	7	6	6	8	10	14	9	9	7
D RESOURCE MANAGEMENT	--	*	*	1	1	1	1	4	7	7
E CONTINGENCY AND DEPLOYMENT	*	*	*	*	*	*	--	1	*	*
F PERSONNEL	*	*	1	2	2	1	3	15	15	15
G TRAINING	*	1	1	2	2	2	3	4	4	3
H AUTOMATED DATA SYSTEMS OPERATION	7	5	3	1	1	2	*	1	1	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	1	2	1	2	4	*	1	1	*
J PRICING	3	9	11	14	21	20	4	9	7	3
K PRODUCTION AND MANUFACTURING SURVEILLANCE	*	1	2	2	3	2	5	2	1	1
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	1	*	1	1	1	1	*	1	*	--
M QUALITY ASSURANCE	2	2	3	2	1	*	1	*	*	*
N ACQUISITION	56	52	46	42	35	29	19	23	17	19
O CONTRACT ADMINISTRATION	13	17	19	19	12	10	5	6	5	5
P GENERAL ACQUISITION	1	2	2	2	2	2	2	2	2	3

AVERAGE NUMBER OF TASKS PERFORMED  
PERCENTAGE OF SUPERVISORS

\* Less than .5 percent

51      84      103      123      113      100      84      130      117      129  
0      1      7      17      14      9      20      89      89      87

TABLE 18

## BACKGROUND INFORMATION JOB SERIES 1102

<u>TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)</u>	<u>GS-05 (N=27)</u>	<u>GS-07 (N=120)</u>	<u>GS-09 (N=255)</u>	<u>GS-11 (N=262)</u>	<u>GS-12 (N=425)</u>	<u>GS-13 (N=45)</u>	<u>GS-14 (N=10)</u>	<u>GM-13 (N=117)</u>	<u>GM-14 (N=66)</u>	<u>GM-1! (N=6)</u>
OPERATIONAL (BASE)	74	57	56	35	14	2	0	4	4	0
CENTRAL	7	25	27	34	32	16	0	34	20	27
RESEARCH AND DEVELOPMENT	7	2	2	6	7	20	20	13	11	7
MAJOR SYSTEMS	4	7	6	8	22	40	20	25	37	40
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	0	1	1	0	0	0	0	0	0	0
DEF CONTRACT AUDIT AGENCY	0	0	0	0	0	0	0	0	0	0
CONTRACT MANAGEMENT CENTER	4	1	0	0	0	0	0	1	0	0
AF CONTRACT MANAGEMENT DIVISION	4	5	4	8	11	9	10	10	9	7
OTHER	0	3	5	8	4	13	50	13	20	20

PERCENTAGE POSSESSING CONTRACTING WARRANTS

ADMINISTRATIVE CONTRACTING OFFICER	0	2	3	6	8	2	0	9	11	0
PRINCIPAL CONTRACTING OFFICER	0	0	15	36	33	33	30	59	46	33
TERMINATION CONTRACTING OFFICER	0	0	0	0	1	0	0	1	2	0

TABLE 18 (CONTINUED)

## BACKGROUND INFORMATION JOB SERIES 1102

	GS-05 (N=27)	GS-07 (N=120)	GS-09 (N=255)	GS-11 (N=262)	GS-12 (N=425)	GS-13 (N=45)	GS-14 (N=10)	GM-13 (N=117)	GM-14 (N=46)	GM-15 (N=15)
<u>NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)</u>										
NONE	44	25	17	23	37	56	90	60	74	93
1 TO 5	41	21	16	11	7	7	10	7	15	0
6 TO 10	4	17	12	10	11	11	0	7	0	0
11 TO 15	0	8	10	6	8	11	0	2	4	0
16 TO 20	0	3	6	6	3	0	0	1	0	0
MORE THAN 20	11	24	37	44	34	13	0	23	7	7
<u>AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)</u>										
NONE	30	13	11	20	37	53	90	61	78	100
\$1-25,000	30	41	26	8	3	0	0	3	2	0
\$25,000-100,000	11	22	22	23	6	2	0	4	2	0
\$100,001-500,000	19	16	25	23	13	9	0	6	4	0
\$500,001-1,000,000	4	5	6	12	12	7	0	4	4	0
\$1,000,001-25 MILLION	7	4	6	11	20	18	0	15	2	0
OVER \$25,000,001	0	0	0	2	7	11	10	7	7	0

TABLE 19  
AVERAGE PERCENT TIME SPENT ON DUTIES BY  
JOB SERIES 1103 BY GRADE

<u>DUTIES</u>	GS-11 (N=14)	GS-12 (N=19)
A COMMAND AND MANAGEMENT	10	11
B INSPECTION AND EVALUATION	4	7
C GENERAL ADMINISTRATION	6	11
D RESOURCE MANAGEMENT	3	1
E CONTINGENCY AND DEPLOYMENT	--	*
F PERSONNEL	*	3
G TRAINING	1	2
H AUTOMATED DATA SYSTEMS OPERATION	3	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	*
J PRICING	*	*
K PRODUCTION AND MANUFACTURING SURVEILLANCE	4	7
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	50	36
M QUALITY ASSURANCE	*	2
N ACQUISITION	5	5
O CONTRACT ADMINISTRATION	12	12
P GENERAL ACQUISITION	*	*
 AVERAGE NUMBER OF TASKS PERFORMED	38	62
PERCENTAGE OF SUPERVISORS	0	26

\* Less than .5 percent

TABLE 20  
BACKGROUND INFORMATION JOB SERIES 1103 BY GRADE

<u>TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)</u>	GS-11 (N=14)	GS-12 (N=19)
OPERATIONAL (BASE)	7	11
CENTRAL	0	5
RESEARCH AND DEVELOPMENT	0	5
MAJOR SYSTEMS	0	0
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	0	0
DEF CONTRACT AUDIT AGENCY	0	0
CONTRACT MANAGEMENT CENTER	0	16
AF CONTRACT MANAGEMENT DIVISION	79	58
OTHER	14	5
 <u>PERCENTAGE POSSESSING CONTRACTING WARRANTS</u>		
ADMINISTRATIVE CONTRACTING OFFICER	0	0
PRINCIPAL CONTRACTING OFFICER	0	0
TERMINATION CONTRACTING OFFICER	0	0
 <u>NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)</u>		
NONE	100	79
1 TO 5	0	0
6 TO 10	0	5
11 TO 15	0	0
16 TO 20	0	5
MORE THAN 20	0	11
 <u>AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)</u>		
NONE	100	89
\$1-25,000	0	0
\$25,000-100,000	0	0
\$100,001-500,000	0	5
\$500,001-1,000,000	0	5
\$1,000,001-25 MILLION	0	0
OVER \$25,000,001	0	0

JS-1105, Purchasing. Three GS grades, GS-5, 6, and 7 were analyzed within JS-1105. Only small percentages of these grades are supervisors, as Table 21 shows. Table 21 also shows that the scope of the job is similar for GS-5 and GS-6, with a slight increase in the number of tasks performed by GS-7 group members. In addition, the amount of time spent on acquisition tasks is slightly higher with each succeeding grade. On the other hand, there is a decrease in the amount of time spent on general administration and automated data systems operation tasks as grade levels progress (Table 21). Organizationally, the vast majority of each grade are working in operational contracting environments. Table 22 also shows that a slightly larger percentage of GS-7 personnel prepare contracting actions where the value is above \$25,000. Finally, a slightly larger percentage of GS-5 group members prepared more than 20 contracting actions during the past year.

JS-1106, Procurement Clerical and Assistance. Within JS-1106, a total of four GS grades were examined. These grades are GS-4, 5, 6, and 7. Although there is an increase in job scope as the grade levels increase, the scope of the job for all the grades is relatively narrow, ranging from an average of 17 tasks to 36 tasks. Table 23 also shows that only small percentages of the members within each grade are supervisors. In a relative sense, the members of each grade spend the largest single amount of their time in the performance of general administration tasks, although there is a steady decrease in the amount of time spent on these tasks as the grades increase. Table 23 also reveals that GS-6 members spend more time on acquisition tasks than any of the other grades, and both GS-6 and GS-7 group members spend more time on contract administration tasks than either GS-4 or GS-5. In addition, Table 23 shows that GS-7 survey respondents spend less time on automated data systems operation tasks, but more time on automated data systems maintenance tasks than any of the other grades in this series. Finally, review of Table 24 reveals that GS-6 group members prepared more contracting actions than other grades, but the average dollar amount of contracting actions was higher for GS-7 group members.

JS-1150, Industrial Specialist. The two GS grades analyzed within this JS are GS-11 and GS-12. Those members of the GS-12 group perform an average of 96 tasks, compared to an average of 75 tasks for those GS-11 survey respondents. In addition, 33 percent of the GS-12 members are supervisors, while none of the GS-11 group members were supervisors. Table 25 also shows that GS-11 group members spend 26 percent more of their time performing production and manufacturing surveillance tasks than GS-12 respondents. GS-12 members, however, spend slightly more of their time performing inspection and evaluation, general administration, and personnel tasks than do GS-11 survey respondents. Table 26 shows that higher percentages of GS-11 group members are assigned to Air Force Contract Management Division organizations than GS-12 personnel responding to the survey, but higher percentages of GS-12 personnel are working in major systems organizations. Finally, although only low percentages of JS-1150 personnel are engaged in the preparation of contracting actions, GS-12 members prepare more contracting actions than do GS-11 members (Table 26).

TABLE 21

AVERAGE PERCENT TIME SPENT ON DUTIES BY  
JOB SERIES 1105 BY GRADE

<u>DUTIES</u>	<u>GS-05 (N=42)</u>	<u>GS-06 (N=22)</u>	<u>GS-07 (N=28)</u>
A COMMAND AND MANAGEMENT	2	3	1
B INSPECTION AND EVALUATION	1	*	*
C GENERAL ADMINISTRATION	11	6	5
D RESOURCE MANAGEMENT	1	1	*
E CONTINGENCY AND DEPLOYMENT	*	*	--
F PERSONNEL	*	*	1
G TRAINING	1	*	*
H AUTOMATED DATA SYSTEMS OPERATION	9	6	3
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	*	*
J PRICING	1	1	4
K PRODUCTION AND MANUFACTURING SURVEILLANCE	*	2	*
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	*	*	*
M QUALITY ASSURANCE	*	*	1
N ACQUISITION	61	66	73
O CONTRACT ADMINISTRATION	10	14	11
P GENERAL ACQUISITION	1	1	1
 AVERAGE NUMBER OF TASKS PERFORMED	51	50	60
PERCENTAGE OF SUPERVISORS	2	5	4

\* Less than .5 percent

TABLE 22  
BACKGROUND INFORMATION JOB SERIES 1105 BY GRADE

<u>TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)</u>	<u>GS-05 (N=42)</u>	<u>GS-06 (N=22)</u>	<u>GS-07 (N=28)</u>
OPERATIONAL (BASE)	79	82	79
CENTRAL	7	9	11
RESEARCH AND DEVELOPMENT	0	0	4
MAJOR SYSTEMS	0	0	4
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	0	0	4
DEF CONTRACT AUDIT AGENCY	0	0	0
CONTRACT MANAGEMENT CENTER	0	0	0
AF CONTRACT MANAGEMENT DIVISION	0	5	0
OTHER	15	5	0
<u>PERCENTAGE POSSESSING CONTRACTING WARRANTS</u>			
ADMINISTRATIVE CONTRACTING OFFICER	0	0	4
PRINCIPAL CONTRACTING OFFICER	0	0	0
TERMINATION CONTRACTING OFFICER	0	0	0
<u>NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)</u>			
NONE	67	73	64
1 TO 5	7	9	14
6 TO 10	0	5	4
11 TO 15	5	0	0
16 TO 20	0	0	0
MORE THAN 20	17	14	11
<u>AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)</u>			
NONE	31	5	14
\$1-25,000	45	68	46
\$25,000-100,000	12	14	25
\$100,001-500,000	2	5	4
\$500,001-1,000,000	7	0	7
\$1,000,001-25 MILLION	2	5	0
OVER \$25,000,001	0	0	0

TABLE 23  
AVERAGE PERCENT TIME SPENT ON DUTIES BY  
CIVILIAN JOB SERIES 1106 BY GRADE

<u>DUTIES</u>	<u>GS-04 (N=75)</u>	<u>GS-05 (N=172)</u>	<u>GS-06 (N=43)</u>	<u>GS-07 (N=41)</u>
A COMMAND AND MANAGEMENT	2	4	4	5
B INSPECTION AND EVALUATION	*	1	3	1
C GENERAL ADMINISTRATION	58	46	27	24
D RESOURCE MANAGEMENT	*	1	*	2
E CONTINGENCY AND DEPLOYMENT	*	*	*	*
F PERSONNEL	*	1	1	8
G TRAINING	1	2	2	2
H AUTOMATED DATA SYSTEMS OPERATION	16	17	16	12
I AUTOMATED DATA SYSTEMS MAINTENANCE	2	4	4	8
J PRICING	1	1	2	4
K PRODUCTION AND MANUFACTURING SURVEILLANCE	1	1	1	1
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	*	*	*	1
M QUALITY ASSURANCE	1	*	*	--
N ACQUISITION	7	14	24	17
O CONTRACT ADMINISTRATION	7	8	14	12
P GENERAL ACQUISITION	2	1	1	2
 AVERAGE NUMBER OF TASKS PERFORMED	 17	 24	 31	 36
PERCENTAGE OF SUPERVISORS	3	2	5	15

\* Less than .5 percent

TABLE 24  
BACKGROUND INFORMATION JOB SERIES 1106 BY GRADE

<u>TYPE OF CONTRACTING ORGANIZATION</u> <u>WORKING IN (PERCENT)</u>	GS-04 (N=75)	GS-05 (N=172)	GS-06 (N=43)	GS-07 (N=41)
OPERATIONAL (BASE)	33	31	16	27
CENTRAL	23	20	28	22
RESEARCH AND DEVELOPMENT	9	5	16	7
MAJOR SYSTEMS	8	9	19	10
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	3	0	0	2
DEF CONTRACT AUDIT AGENCY	0	0	0	0
CONTRACT MANAGEMENT CENTER	4	1	2	2
AF CONTRACT MANAGEMENT DIVISION	5	13	5	12
OTHER	15	21	14	17
 <u>PERCENTAGE POSSESSING CONTRACTING WARRANTS</u>				
ADMINISTRATIVE CONTRACTING OFFICER	0	0	0	0
PRINCIPAL CONTRACTING OFFICER	0	1	0	5
TERMINATION CONTRACTING OFFICER	0	0	0	0
 <u>NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)</u>				
NONE	87	84	63	71
1 TO 5	1	2	9	7
6 TO 10	1	1	2	5
11 TO 15	0	0	5	5
16 TO 20	1	1	2	0
MORE THAN 20	7	10	19	10
 <u>AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)</u>				
NONE	83	78	63	56
\$1-25,000	4	10	21	12
\$25,000-100,000	4	3	2	5
\$100,001-500,000	4	2	5	5
\$500,001-1,000,000	1	1	2	10
\$1,000,001-25 MILLION	1	2	5	5
OVER \$25,000,001	1	1	2	2

TABLE 25  
AVERAGE PERCENT TIME SPENT ON DUTIES BY JOB SERIES 1150 BY GRADE

<u>DUTIES</u>	<u>GS-11 (N=13)</u>	<u>GS-12 (N=15)</u>
A COMMAND AND MANAGEMENT	15	16
B INSPECTION AND EVALUATION	4	7
C GENERAL ADMINISTRATION	16	20
D RESOURCE MANAGEMENT	1	4
E CONTINGENCY AND DEPLOYMENT	1	3
F PERSONNEL	--	7
G TRAINING	1	3
H AUTOMATED DATA SYSTEMS OPERATION	1	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	*
J PRICING	*	1
K PRODUCTION AND MANUFACTURING SURVEILLANCE	44	18
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	3	2
M QUALITY ASSURANCE	1	3
N ACQUISITION	3	5
O CONTRACT ADMINISTRATION	9	9
P GENERAL ACQUISITION	2	1
 AVERAGE NUMBER OF TASKS PERFORMED	75	96
PERCENTAGE OF SUPERVISORS	0	33

\* Less than .5 percent

TABLE 26  
BACKGROUND INFORMATION JOB SERIES 1150 BY GRADE

<u>TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)</u>	GS-11 (N=13)	GS-12 (N=15)
OPERATIONAL (BASE)	8	0
CENTRAL	0	7
RESEARCH AND DEVELOPMENT	0	0
MAJOR SYSTEMS	8	27
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	0	0
DEF CONTRACT AUDIT AGENCY	0	0
CONTRACT MANAGEMENT CENTER	8	7
AF CONTRACT MANAGEMENT DIVISION	77	40
OTHER	0	20
<u>PERCENTAGE POSSESSING CONTRACTING WARRANTS</u>		
ADMINISTRATIVE CONTRACTING OFFICER	0	0
PRINCIPAL CONTRACTING OFFICER	0	0
TERMINATION CONTRACTING OFFICER	0	0
<u>NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)</u>		
NONE	92	87
1 TO 5	8	0
6 TO 10	0	0
11 TO 15	0	7
16 TO 20	0	0
MORE THAN 20	0	7
<u>AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)</u>		
NONE	100	87
\$1-25,000	0	7
\$25,000-100,000	0	7
\$100,001-500,000	0	0
\$500,001-1,000,000	0	0
\$1,000,001-25 MILLION	0	0
OVER \$25,000,001	0	0

JS-1910, Quality Assurance. A total of four GS grades were examined within this job series. These grades are GS-9, GS-11, GS-12, and GM-13. Within these grades, the scope of the job expands as the grade level increases, with the average number of tasks performed ranging from a low of 40 for GS-9 to a high of 122 for GM-13. Table 27 also shows that high percentages of GS-12 and GM-13 group members are supervisors. In addition, Table 27 shows that GS-9 respondents spend slightly larger amounts of their time performing inspection and evaluation and general administration tasks than the other grades examined within this job series. Also, GS-9 and GS-11 group members spend more of their time performing production and manufacturing surveillance and quality assurance tasks than either GS-12 or GM-13 group members. The display provided in Table 27 also reveals that GM-13 personnel spend more of their time performing command and management and resource management tasks than the other three grades examined, and both GS-12 and GM-13 group members spend more time in the performance of personnel-related tasks. From an organizational perspective, Table 28 shows that higher percentages of GS-9 respondents are working in major systems and Defense Logistics Agency other than DCAS. Conversely, Table 28 also shows that larger percentages of GS-11, 12, and GM-13 group members are working in Air Force Contract Management Division organizations.

#### ANALYSIS OF JOB SERIES BY MAJCOM

Each of the eight job series included in the survey sample was analyzed to determine the relative similarities or differences of task performance or background information based on the MAJCOM the individuals were working in. This information is useful to those providing inter- or intra-MAJCOM training. Typically, this analysis includes tasks performed, time spent on tasks, average number of tasks performed, supervisory involvement, organization of assignment and, where applicable, percentage possessing contracting warrants, number of contracting actions prepared, and average dollar value of contracts prepared. Since AFSC was the only MAJCOM with more than 10 JS-1103 respondents, there is no discussion of MAJCOM differences for that series.

JS-0801, General Engineer. Within JS-0801, data from four MAJCOMs were analyzed. Task data presented in Table 29 show that AFSC group members spend more time on production and manufacturing surveillance and acquisition tasks than their counterparts from AFLC, SAC, and TAC. SAC and TAC respondents, on the other hand, spend more time on personnel tasks than AFSC and AFLC group members.

JS-0896, Industrial Engineer. JS-0896 membership was fairly evenly divided between AFLC and AFSC. The job performed by AFSC members was broader than the job performed by AFLC survey respondents. AFSC members performed an average of 87 tasks, compared to an average of 53 tasks for AFLC members (Table 30). Differences also occurred between these two groups in terms of time spent on tasks. Table 30 shows that AFLC members spent more time on command and management, general administration, and resource management tasks, with

TABLE 27  
AVERAGE PERCENT TIME SPENT ON DUTIES BY JOB SERIES 1910 BY GRADE

<u>DUTIES</u>	<u>GS-09 (N=126)</u>	<u>GS-11 (N=260)</u>	<u>GS-12 (N=80)</u>	<u>GM-13 (N=13)</u>
A COMMAND AND MANAGEMENT	9	7	14	21
B INSPECTION AND EVALUATION	12	5	8	10
C GENERAL ADMINISTRATION	14	10	11	10
D RESOURCE MANAGEMENT	1	1	4	9
E CONTINGENCY AND DEPLOYMENT	1	*	*	1
F PERSONNEL	*	1	15	17
G TRAINING	3	3	5	5
H AUTOMATED DATA SYSTEMS OPERATION	1	1	1	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	1	1	*
J PRICING	*	*	1	1
K PRODUCTION AND MANUFACTURING SURVEILLANCE	11	16	8	9
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	2	2	1	*
M QUALITY ASSURANCE	42	46	26	12
N ACQUISITION	2	3	2	2
O CONTRACT ADMINISTRATION	1	3	2	2
P GENERAL ACQUISITION	1	1	*	1
AVERAGE NUMBER OF TASKS PERFORMED	40	66	98	122
PERCENTAGE OF SUPERVISORS	1	5	64	92

\* Less than .5 percent

TABLE 28  
BACKGROUND INFORMATION JOB SERIES 1910 BY GRADE

	GS-09 (N=126)	GS-11 (N=260)	GS-12 (N=80)	GM-13 (N=13)
<u>TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)</u>				
OPERATIONAL (BASE)	8	4	5	8
CENTRAL	6	2	9	0
RESEARCH AND DEVELOPMENT	2	2	1	8
MAJOR SYSTEMS	30	17	17	15
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	20	4	11	8
DEF CONTRACT AUDIT AGENCY	0	0	0	0
CONTRACT MANAGEMENT CENTER	1	5	5	8
AF CONTRACT MANAGEMENT DIVISION	17	54	44	46
OTHER	17	11	8	8
<u>PERCENTAGE POSSESSING CONTRACTING WARRANTS</u>				
ADMINISTRATIVE CONTRACTING OFFICER	0	0	0	0
PRINCIPAL CONTRACTING OFFICER	0	0	0	8
TERMINATION CONTRACTING OFFICER	0	0	0	0
<u>NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)</u>				
NONE	96	94	99	92
1 TO 5	2	2	1	0
6 TO 10	1	0	0	0
11 TO 15	0	1	0	0
16 TO 20	0	0	0	0
MORE THAN 20	1	1	0	8
<u>AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)</u>				
NONE	94	94	100	92
\$1-25,000	2	0	0	0
\$25,000-100,000	0	0	0	0
\$100,001-500,000	1	1	0	0
\$500,001-1,000,000	0	1	0	8
\$1,000,001-25 MILLION	2	1	0	0
OVER \$25,000,001	0	1	0	0

TABLE 29  
AVERAGE PERCENT TIME SPENT ON DUTIES BY JOB SERIES 801 MAJCOMS

<u>DUTIES</u>	<u>AFSC (N=113)</u>	<u>AFLC (N=36)</u>	<u>SAC (N=29)</u>	<u>TAC (N=18)</u>
A COMMAND AND MANAGEMENT	16	21	17	23
B INSPECTION AND EVALUATION	3	4	5	7
C GENERAL ADMINISTRATION	19	22	20	16
D RESOURCE MANAGEMENT	9	11	11	11
E CONTINGENCY AND DEPLOYMENT	*	1	2	1
F PERSONNEL	11	8	19	17
G TRAINING	2	3	2	4
H AUTOMATED DATA SYSTEMS OPERATION	1	2	1	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	2	*	1
J PRICING	2	1	3	2
K PRODUCTION AND MANUFACTURING SURVEILLANCE	13	6	4	1
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	1	1	2	1
M QUALITY ASSURANCE	3	2	2	2
N ACQUISITION	14	8	5	5
O CONTRACT ADMINISTRATION	4	4	6	6
P GENERAL ACQUISITION	2	3	2	2
AVERAGE NUMBER OF TASKS PERFORMED	77	82	86	85
PERCENTAGE OF SUPERVISORS	45	53	79	78

\* Less than .5 percent

TABLE 30  
AVERAGE PERCENT TIME SPENT ON DUTIES  
BY JOB SERIES 896 MAJCOMS

<u>DUTIES</u>	AFLC (N=52)	AFSC (N=41)
A COMMAND AND MANAGEMENT	19	8
B INSPECTION AND EVALUATION	2	2
C GENERAL ADMINISTRATION	26	9
D RESOURCE MANAGEMENT	8	3
E CONTINGENCY AND DEPLOYMENT	1	*
F PERSONNEL	5	3
G TRAINING	2	3
H AUTOMATED DATA SYSTEMS OPERATION	3	1
I AUTOMATED DATA SYSTEMS MAINTENANCE	8	1
J PRICING	2	7
K PRODUCTION AND MANUFACTURING SURVEILLANCE	6	44
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	1	1
M QUALITY ASSURANCE	2	3
N ACQUISITION	6	9
O CONTRACT ADMINISTRATION	4	6
P GENERAL ACQUISITION	5	1
 AVERAGE NUMBER OF TASKS PERFORMED	53	87
PERCENTAGE OF SUPERVISORS	17	20

\* Less than .5 percent

TABLE 31  
BACKGROUND INFORMATION JOB SERIES 896  
BY MAJCOM

<u>TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)</u>	AFLC (N=52)	AFSC (N=41)
OPERATIONAL (BASE)	23	2
CENTRAL	10	0
RESEARCH AND DEVELOPMENT	0	7
MAJOR SYSTEMS	23	32
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	8	0
DEF CONTRACT AUDIT AGENCY	0	0
CONTRACT MANAGEMENT CENTER	0	0
AF CONTRACT MANAGEMENT DIVISION	2	56
OTHER	35	2

PERCENTAGE POSSESSING CONTRACTING WARRANTS

ADMINISTRATIVE CONTRACTING OFFICER	0	0
PRINCIPAL CONTRACTING OFFICER	0	0
TERMINATION CONTRACTING OFFICER	0	0

TABLE 32  
AVERAGE PERCENT TIME SPENT ON DUTIES BY JOB SERIES 1102 MAJCOMS

DUTIES	AFSC (N=386)	AFLC (N=478)	USAFC (N=13)	ATC (N=61)	MAC (N=53)	SAC (N=84)	TAC (N=65)	AFCC (N=33)	AFSPCOM (N=35)	PACAF (N=13)	AFRES (N=15)
A COMMAND AND MANAGEMENT	7	6	19	6	6	4	5	11	8	9	14
B INSPECTION AND EVALUATION	2	2	7	3	2	2	3	3	2	2	3
C GENERAL ADMINISTRATION	9	7	7	8	7	6	8	12	8	6	4
D RESOURCE MANAGEMENT	1	1	4	1	1	1	2	1	1	1	4
E CONTINGENCY AND DEPLOYMENT	*	*	--	*	*	*	*	--	*	*	1
F PERSONNEL	3	4	5	4	4	3	4	7	1	1	4
G TRAINING	2	1	6	2	2	2	3	1	2	3	2
H AUTOMATED DATA SYSTEMS OPERATION	2	2	*	5	3	2	4	2	1	1	4
I AUTOMATED DATA SYSTEMS MAINTENANCE	1	2	*	2	1	*	1	1	1	*	*
J PRICING	22	15	5	6	6	5	6	6	8	10	4
K PRODUCTION AND MANUFACTURING SURVEILLANCE	3	2	*	1	1	1	1	1	1	--	1
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	2	1	*	1	*	*	*	2	2	*	*
M QUALITY ASSURANCE	*	1	5	4	3	5	3	2	3	4	3
N ACQUISITION	30	42	25	40	43	45	42	38	40	47	37
O CONTRACT ADMINISTRATION	14	12	12	17	19	20	17	12	21	11	16
P GENERAL ACQUISITION	2	2	2	3	3	3	1	3	2	2	2
AVERAGE NUMBER OF TASKS PERFORMED	102	104	105	110	143	147	153	85	88	92	159
PERCENTAGE OF SUPERVISORS	24	18	46	28	23	20	35	33	11	8	40

\* Less than .5 percent

TABLE 33

## BACKGROUND INFORMATION JOB SERIES 1102 BY MAJCOM

<u>TYPE OF CONTRACTING ORGANIZATION</u>	<u>AFSC (N=386)</u>	<u>AFLC (N=478)</u>	<u>USAFE (N=13)</u>	<u>ATC (N=61)</u>	<u>MAC (N=53)</u>	<u>SAC (N=64)</u>	<u>TAC (N=65)</u>	<u>AFCC (N=65)</u>	<u>AFSPCOM (N=35)</u>	<u>PACAF (N=13)</u>	<u>AFRES (N=15)</u>
OPERATIONAL (BASE)	6	17	38	77	75	90	94	3	43	77	67
CENTRAL	3	66	15	18	6	4	2	30	17	6	0
RESEARCH AND DEVELOPMENT	22	0	0	0	0	0	0	0	9	9	0
MAJOR SYSTEMS	40	7	0	0	4	0	2	45	3	6	0
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	0	1	0	0	0	0	0	0	0	0	0
DEF CONTRACT AUDIT AGENCY	0	0	0	0	0	0	0	0	0	0	0
CONTRACT MANAGEMENT CENTER	0	0	0	0	0	0	0	0	0	0	0
AF CONTRACT MANAGEMENT DIVISION	24	1	0	0	0	1	0	0	0	0	0
OTHER	4	9	46	5	15	5	3	21	20	8	34

PERCENTAGE POSSESSING CONTRACTING WARRANTS

ADMINISTRATIVE CONTRACTING OFFICER	7	4	8	11	11	7	9	3	9	0	13
PRINCIPAL CONTRACTING OFFICER	21	43	15	31	19	21	25	18	11	15	40
TERMINATION CONTRACTING OFFICER	1	1	23	0	0	1	0	3	0	0	0

TABLE 33 (CONTINUED)

## BACKGROUND INFORMATION JOB SERIES 1102 BY MAJCOM

	<u>AFSC (N=386)</u>	<u>AFLC (N=478)</u>	<u>USAFC (N=13)</u>	<u>ATC (N=61)</u>	<u>MAC (N=53)</u>	<u>SAC (N=84)</u>	<u>TAC (N=65)</u>	<u>AFCC (N=33)</u>	<u>AFSPCOM (N=35)</u>	<u>PACAF (N=13)</u>	<u>AFRES (N=15)</u>
<u>NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)</u>											
NONE	34	35	46	41	42	25	25	27	46	46	20
1 TO 5	11	7	23	11	23	19	17	21	17	15	40
6 TO 10	12	6	0	11	8	17	11	9	6	8	7
11 TO 15	8	6	0	8	4	7	8	12	9	0	13
16 TO 20	4	3	0	5	0	2	9	3	0	0	0
MORE THAN 20	29	39	31	23	25	30	31	27	20	31	20

AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS  
OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)

NONE	34	31	46	26	23	22	27	40	38	20
\$1-25,000	3	17	0	13	26	12	18	15	11	15
\$25,000-100,000	6	18	6	13	17	18	26	15	20	6
\$100,001-500,000	14	13	31	26	17	29	22	18	11	27
\$500,001-1,000,000	12	8	0	10	6	11	6	6	3	0
1,000,001-25 MILLION	21	10	15	8	6	8	5	15	11	7
OVER 25,000,001	9	3	0	2	0	0	2	3	3	0

TABLE 34  
AVERAGE PERCENT TIME SPENT ON DUTIES BY JOB SERIES 1105 MAJCOMS

<u>DUTIES</u>	<u>AFSC (N=11)</u>	<u>AFLC (N=13)</u>	<u>ATC (N=9)</u>	<u>MAC (N=12)</u>	<u>SAC (N=17)</u>	<u>TAC (N=14)</u>
A COMMAND AND MANAGEMENT	4	*	2	1	2	1
B INSPECTION AND EVALUATION	1	*	--	1	*	*
C GENERAL ADMINISTRATION	27	6	3	7	6	5
D RESOURCE MANAGEMENT	1	1	--	*	1	--
E CONTINGENCY AND DEPLOYMENT	--	*	*	--	*	--
F PERSONNEL	1	*	--	*	--	*
G TRAINING	*	*	*	*	*	1
H AUTOMATED DATA SYSTEMS OPERATION	2	6	6	8	6	5
I AUTOMATED DATA SYSTEMS MAINTENANCE	--	*	--	1	*	--
J PRICING	3	4	1	1	2	--
K PRODUCT AND MANUFACTURING SURVEILLANCE	3	*	*	1	1	*
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	*	--	*	1	--	1
M QUALITY ASSURANCE	*	--	*	1	1	1
N ACQUISITION	44	76	80	55	67	78
O CONTRACT ADMINISTRATION	13	4	6	21	12	8
P GENERAL ACQUISITION	1	1	1	3	2	2
AVERAGE NUMBER OF TASKS PERFORMED	50	57	44	81	59	34
PERCENTAGE OF SUPERVISORS	0	9	0	0	6	0

\* Less than .5 percent

TABLE 35

## BACKGROUND INFORMATION JOB SERIES 1105 BY MAJCOM

<u>TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)</u>	<u>AFSC (N=11)</u>	<u>AFLC (N=13)</u>	<u>ATC (N=9)</u>	<u>MAC (N=12)</u>	<u>SAC (N=17)</u>	<u>TAC (N=14)</u>
OPERATIONAL (BASE)	27	69	100	83	94	100
CENTRAL	36	15	0	0	6	0
RESEARCH AND DEVELOPMENT	9	0	0	0	0	0
MAJOR SYSTEMS	9	0	0	0	0	0
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	0	8	0	0	0	0
DEF CONTRACT AUDIT AGENCY	0	0	0	0	0	0
CONTRACT MANAGEMENT CENTER	0	0	0	0	0	0
AF CONTRACT MANAGEMENT DIVISION	9	0	0	0	0	0
OTHER	9	8	0	17	0	0
<u>PERCENTAGE POSSESSING CONTRACTING WARRANTS</u>						
ADMINISTRATIVE CONTRACTING OFFICER	0	0	0	0	0	0
PRINCIPAL CONTRACTING OFFICER	9	0	0	0	0	0
TERMINATION CONTRACTING OFFICER	0	0	0	0	0	0

TABLE 35 (CONTINUED)

## BACKGROUND INFORMATION JOB SERIES 1105 BY MAJCOM

<u>NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)</u>	<u>AFSC (N=11)</u>	<u>AFLC (N=13)</u>	<u>ATC (N=9)</u>	<u>MAC (N=12)</u>	<u>SAC (N=17)</u>	<u>TAC (N=14)</u>
NONE	64	69	56	50	71	50
1 TO 5	9	23	22	17	12	43
6 TO 10	0	0	0	0	0	0
11 TO 15	0	0	0	8	0	0
16 TO 20	0	0	0	0	0	0
MORE THAN 20	27	8	22	25	18	7

<u>AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)</u>	<u>AFSC (N=11)</u>	<u>AFLC (N=13)</u>	<u>ATC (N=9)</u>	<u>MAC (N=12)</u>	<u>SAC (N=17)</u>	<u>TAC (N=14)</u>
NONE	45	8	11	33	18	21
\$1-25,000	36	69	78	33	59	36
\$25,000-100,000	0	23	11	33	6	14
\$100,001-500,000	9	0	0	0	12	0
\$500,001-1,000,000	0	0	0	0	6	14
1,000,001-25 MILLION	0	0	0	0	0	14
OVER 25,000,001	0	0	0	0	0	0

TABLE 36  
AVERAGE PERCENT TIME SPENT ON DUTIES BY JOB SERIES 1106 MAJCOMS

DUTIES	AFLC (N=139)	AFSC (N=84)	ATC (N=11)	MAC (N=12)	SAC (N=12)	TAC (N=14)	AFSPCOM (N=11)
A COMMAND AND MANAGEMENT	4	4	3	1	3	2	6
B INSPECTION AND EVALUATION	1	1	2	*	*	*	--
C GENERAL ADMINISTRATION	44	48	35	15	19	26	55
D RESOURCE MANAGEMENT	1	*	4	5	*	*	1
E CONTINGENCY AND DEPLOYMENT	1	*	*	*	--	*	*
F PERSONNEL	3	*	1	2	--	2	1
G TRAINING	1	2	3	2	4	2	3
H AUTOMATED DATA SYSTEMS OPERATION	15	13	13	22	30	29	7
I AUTOMATED DATA SYSTEMS MAINTENANCE	3	3	6	11	14	9	2
J PRICING	1	2	2	*	*	--	*
K PRODUCTION AND MANUFACTURING							
L SURVEILLANCE	1	2	*	1	--	1	*
M GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	*	1	--	*	--	*	--
N QUALITY ASSURANCE	1	--	--	*	--	*	--
O ACQUISITION	12	15	24	23	19	23	12
P CONTRACT ADMINISTRATION	11	8	5	15	4	4	12
Q GENERAL ACQUISITION	2	1	4	*	6	1	*
AVERAGE NUMBER OF TASKS PERFORMED							
PERCENTAGE OF SUPERVISORS		21	23	32	49	36	36
		7	2	9	8	0	7
AVERAGE PERCENT TIME SPENT ON DUTIES BY JOB SERIES 1106 MAJCOMS							
* Less than .5 percent							

additional small differences in other task performance areas. Conversely, AFSC incumbents spent more time on production and manufacturing surveillance and pricing tasks, also with additional small differences in other task performance areas. Table 31 shows that over half of AFSC group members were working in AF Contract Management Division organizations.

JS-1102, Contract and Procurement. Analysis for JS-1102 included a total of 11 MAJCOMs. A number of differences were noted across MAJCOMS. As Table 32 shows, JS-1102 personnel in USAFE spent more time on command and management, inspection and evaluation, resource management, and training tasks than JS-1102 personnel in other MAJCOMs. Conversely, USAFE personnel spent less time on acquisition tasks than JS-1102 survey respondents in other MAJCOMs. AFLC and AFSC personnel in this series were spending more of their time on pricing tasks and less time on quality assurance tasks than those respondents from other MAJCOMs (Table 32), and the average dollar amount of contracts prepared or modified was larger for AFSC personnel than that indicated for other MAJCOMs (Table 33). In addition, Table 33 also shows that higher percentages of JS-1102 members from AFRES, USAFE, AFLC, and ATC possess contracting warrants than those in other MAJCOMs. Further, those JS-1102 respondents from AFRES, TAC, SAC, and MAC perform broader jobs than those working in other MAJCOMs (Table 32). Finally, AFSPACERCOM, MAC, and SAC members spend slightly more time performing contract administration tasks than those JS-1102 personnel from other MAJCOMs (Table 32).

JS-1105, Purchasing. JS-1105 group members were represented in the survey sample by a total of six MAJCOMs. Job scope, as represented by average number of tasks performed, ranges from a low of 34 tasks performed by TAC group members to a high of 81 tasks performed by MAC survey respondents. Table 34 also shows respondents working in AFSC spent considerably more of their time performing general administration tasks and considerably less of their time performing acquisition tasks than JS-1105 members from other MAJCOMs. In addition, Table 34 also shows MAC survey respondents reported spending more time in the performance of contract administration tasks than all other JS-1105 MAJCOM groups. In addition, Table 35 provides data showing that higher percentages of ATC group members prepare contracting actions of \$25,000 or less, but higher percentages of TAC respondents prepare contracting actions above \$500,000.

JS-1106, Procurement Clerical and Assistance. The data from seven MAJCOMs were analyzed for this job series. Job scope across MAJCOMs is fairly narrow, ranging from an average of 21 tasks performed by AFLC group members to an average of 49 tasks performed by MAC group members (Table 36). Across MAJCOMs, the majority of time is spent in the performance of general administration, automated data systems operation, and acquisition tasks. However, time spent on these tasks varies across MAJCOM groups. For example, AFSPACERCOM, AFLC, and AFSC group members spend more time in the performance of general administration tasks than the remaining MAJCOM group respondents. On the other hand, Table 36 also shows that MAC, SAC, and TAC group members spend more time in the performance of automated data systems operation tasks than other groups. These same MAJCOM members, plus ATC, spend relatively more of their time in the performance of acquisition tasks than AFLC, AFSC, and

AFSPACECOM. The display provided in Table 36 also shows that MAC, AFSPACECOM, and AFLC spend more of their time on contract administration tasks than those in other MAJCOMs. In addition, Table 37 shows that the number of contracting actions prepared is larger for AFSC and ATC group members than those respondents from other MAJCOMs. Finally, the data provided in Table 37 reveal that larger percentages of AFSC group members prepare contracting actions or modifications of a higher dollar average than all other MAJCOM group members.

JS-1150, Industrial Specialist. Within JS-1150, only AFSC and AFLC had sufficient numbers of survey respondents. In terms of job scope, AFSC group members performed an average of 99 tasks, while AFLC group members performed an average of 88 tasks. Table 38 also reveals that there were a number of differences between these two groups in terms of time spent on certain kinds of tasks. Although many of these differences were slight; i.e., differences of 1 to 4 percent of time spent, larger differences occurred in the performance of production and manufacturing surveillance and contract administration tasks, with AFSC group members spending relatively more time in these areas. AFLC group members, on the other hand, spent relatively more of their time performing command and management and general administration tasks than did their AFSC counterparts. Table 39 shows that 67 percent of AFSC group members in this job series were working in AF Contract Management Division organizations, while AFLC group members were spread across a variety of contracting organization environments. In addition, Table 39 shows that AFLC group members were more involved in the preparation of contracting actions than AFSC survey respondents.

JS-1910, Quality Assurance. JS-1910 group members were found in AFSC and AFLC. The job performed by AFSC group members was found to be broader in nature than the job performed by AFLC respondents. AFSC members perform an average of 80 tasks, while the AFLC group membership performed an average of 44 tasks. From a task perspective, Table 40 shows AFSC respondents spent more time on production and manufacturing surveillance and quality assurance tasks than their AFLC counterparts. AFLC group members, on the other hand, spent more time performing command and management, inspection and evaluation, and general administration tasks than those responding to the survey from AFSC. Table 41 reveals the vast majority of AFSC group members were working in AF Contract Management Division organizations. Meanwhile, AFLC survey respondents were working in a variety of contracting organizations.

## JOB SATISFACTION ANALYSIS

Job satisfaction is one area which can affect the performance of our personnel and, ultimately, the mission of the organization. This section analyzes reported job interests, perceived utilization of training and talents, and sense of accomplishment to help identify any potential personnel problems which may affect the mission. The data presented in Table 42 display a comparison of eight civilian job series within Contracting. Table 43

TABLE 37  
BACKGROUND INFORMATION JOB SERIES 1106 BY MAJCOM

<u>TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)</u>	<u>AFSC (N=84)</u>	<u>AFLC (N=139)</u>	<u>USAFC (N=5)</u>	<u>ATC (N=11)</u>	<u>MAC (N=12)</u>	<u>SAC (N=12)</u>	<u>TAC (N=14)</u>	<u>AFSPCOM (N=11)</u>
OPERATIONAL (BASE)	10	25	40	91	75	83	64	27
CENTRAL	4	44	0	0	0	0	14	18
RESEARCH AND DEVELOPMENT	23	1	0	0	0	0	0	9
MAJOR SYSTEMS	24	7	0	0	0	0	0	18
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	0	1	0	0	0	0	0	0
DEF CONTRACT AUDIT AGENCY	0	0	0	0	0	0	0	0
CONTRACT MANAGEMENT CENTER	0	3	20	0	0	8	7	0
AF CONTRACT MANAGEMENT DIVISION	27	2	0	0	0	0	0	9
OTHER	13	16	40	9	25	8	14	18

<u>PERCENTAGE POSSESSING CONTRACTING WARRANTS</u>	<u>ADMINISTRATIVE CONTRACTING OFFICER</u>	<u>PRINCIPAL CONTRACTING OFFICER</u>	<u>TERMINATION CONTRACTING OFFICER</u>
	0	0	0
	0	2	0
	0	0	0

TABLE 37 (CONTINUED)

## BACKGROUND INFORMATION JOB SERIES 1106 BY MAJCOM

	AFSC (N=84)	AFLC (N=139)	USAFC (N=5)	ATC (N=11)	MAC (N=12)	SAC (N=12)	TAC (N=14)	AFSPCOM (N=11)
<u>NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)</u>								
NONE	73	85	80	82	92	83	86	82
1 TO 5	4	1	20	0	0	8	7	0
6 TO 10	4	1	0	0	0	0	0	0
11 TO 15	4	0	0	0	0	0	7	0
16 TO 20	4	0	0	0	0	0	0	0
MORE THAN 20	10	12	0	18	8	8	0	9
<u>AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)</u>								
NONE	69	83	80	55	67	75	79	64
\$1-25,000	10	6	20	36	25	8	14	27
\$25,000-100,000	4	4	0	9	0	17	0	0
\$100,001-500,000	6	2	0	0	0	0	7	9
\$500,001-1,000,000	5	1	0	0	0	0	0	0
\$1,000,001-25 MILLION	2	1	0	0	0	0	0	0
OVER \$25,000,001	4	1	0	0	0	0	0	0

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TABLE 38

AVERAGE PERCENT TIME SPENT ON DUTIES  
BY JOB SERIES 1150 MAJCOMS

<u>DUTIES</u>	<u>AFSC (N=27)</u>	<u>AFLC (N=14)</u>
A COMMAND AND MANAGEMENT	13	21
B INSPECTION AND EVALUATION	4	6
C GENERAL ADMINISTRATION	14	19
D RESOURCE MANAGEMENT	4	6
E CONTINGENCY AND DEPLOYMENT	3	1
F PERSONNEL	4	5
G TRAINING	2	2
H AUTOMATED DATA SYSTEMS OPERATION	1	*
I AUTOMATED DATA SYSTEMS MAINTENANCE	*	2
J PRICING	*	1
K PRODUCTION AND MANUFACTURING SURVEILLANCE	34	16
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	3	1
M QUALITY ASSURANCE	3	6
N ACQUISITION	4	8
O CONTRACT ADMINISTRATION	11	6
P GENERAL ACQUISITION	1	2
 AVERAGE NUMBER OF TASKS PERFORMED	99	88
PERCENTAGE OF SUPERVISORS	26	29

\* Less than .5 percent

TABLE 39  
BACKGROUND INFORMATION JOB SERIES 1150 BY MAJCOM

	AFSC (N=27)	AFLC (N=14)
<u>TYPE OF CONTRACTING ORGANIZATION</u>		
<u>WORKING IN (PERCENT)</u>		
OPERATIONAL (BASE)	0	14
CENTRAL	0	29
RESEARCH AND DEVELOPMENT	0	0
MAJOR SYSTEMS	26	14
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	0	0
DEF CONTRACT AUDIT AGENCY	0	0
CONTRACT MANAGEMENT CENTER	0	21
AF CONTRACT MANAGEMENT DIVISION	67	0
OTHER	8	21
<u>PERCENTAGE POSSESSING CONTRACTING WARRANTS</u>		
ADMINISTRATIVE CONTRACTING OFFICER	0	0
PRINCIPAL CONTRACTING OFFICER	0	7
TERMINATION CONTRACTING OFFICER	0	0
<u>NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)</u>		
NONE	100	64
1 TO 5	0	7
6 TO 10	0	0
11 TO 15	0	7
16 TO 20	0	0
MORE THAN 20	0	21
<u>AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)</u>		
NONE	100	79
\$1-25,000	0	7
\$25,000-100,000	0	14
\$100,001-500,000	0	0
\$500,001-1,000,000	0	0
1,000,001-25 MILLION	0	0
OVER 25,000,001	0	0

TABLE 40  
AVERAGE PERCENT TIME SPENT ON DUTIES  
BY JOB SERIES 1910 MAJCOMS

<u>DUTIES</u>	<u>AFSC (N=219)</u>	<u>AFLC (N=202)</u>
A COMMAND AND MANAGEMENT	6	14
B INSPECTION AND EVALUATION	5	11
C GENERAL ADMINISTRATION	7	18
D RESOURCE MANAGEMENT	1	2
E CONTINGENCY AND DEPLOYMENT	*	1
F PERSONNEL	4	4
G TRAINING	2	5
H AUTOMATED DATA SYSTEMS OPERATION	*	2
I AUTOMATED DATA SYSTEMS MAINTENANCE	*	2
J PRICING	*	*
K PRODUCTION AND MANUFACTURING SURVEILLANCE	17	7
L GOVERNMENT-OWNED PROPERTY AND EQUIPMENT	2	1
M QUALITY ASSURANCE	49	32
N ACQUISITION	3	1
O CONTRACT ADMINISTRATION	3	1
P GENERAL ACQUISITION	*	1
 AVERAGE NUMBER OF TASKS PERFORMED	80	44
PERCENTAGE OF SUPERVISORS	19	15

\* Less than .5 percent

TABLE 41  
BACKGROUND INFORMATION JOB SERIES 1910  
BY MAJCOM

	<u>AFSC</u> <u>(N=219)</u>	<u>AFLC</u> <u>(N=202)</u>
<u>TYPE OF CONTRACTING ORGANIZATION WORKING IN (PERCENT)</u>		
OPERATIONAL (BASE)	0	8
CENTRAL	0	9
RESEARCH AND DEVELOPMENT	4	0
MAJOR SYSTEMS	12	27
DEFENSE LOGISTICS AGENCY OTHER THAN DCAS	0	24
DEF CONTRACT AUDIT AGENCY	0	0
CONTRACT MANAGEMENT CENTER	0	8
AF CONTRACT MANAGEMENT DIVISION	79	3
OTHER	2	11
<u>PERCENTAGE POSSESSING CONTRACTING WARRANTS</u>		
ADMINISTRATIVE CONTRACTING OFFICER	0	0
PRINCIPAL CONTRACTING OFFICER	0	0
TERMINATION CONTRACTING OFFICER	0	0
<u>NUMBER OF CONTRACTING ACTIONS (EXCLUDING SMALL PURCHASES) PREPARED DURING THE PAST YEAR (PERCENT)</u>		
NONE	96	96
1 TO 5	0	1
6 TO 10	0	0
11 TO 15	0	0
16 TO 20	0	0
MORE THAN 20	1	0
<u>AVERAGE DOLLAR AMOUNT OF CONTRACTING ACTIONS OR MODIFICATIONS PREPARED LAST YEAR (PERCENT)</u>		
NONE	96	97
\$1-25,000	0	0
\$25,000-100,000	0	0
\$100,001-500,000	0	0
\$500,001-1,000,000	0	1
\$1,000,001-25 MILLION	1	1
OVER \$25,000,001	0	0

\* Less than .5 percent

TABLE 42  
JOB SATISFACTION COMPARISON OF CIVILIAN JOB SERIES

<u>EXPRESSED JOB INTEREST:</u>	<u>JS-801 (N=243)</u>	<u>JS-896 (N=113)</u>	<u>JS-1102 (N=1,339)</u>	<u>JS-1103 (N=47)</u>	<u>JS-1105 (N=98)</u>	<u>JS-1106 (N=335)</u>	<u>JS-1150 (N=44)</u>	<u>JS-1910 (N=501)</u>
INTERESTING	84	85	89	89	86	73	82	81
SO-SO	9	9	7	9	8	13	14	10
DULL	6	5	3	2	5	13	5	8
<u>PERCEIVED UTILIZATION OF TALENTS:</u>								
FAIRLY WELL TO PERFECTLY	85	82	90	87	80	72	91	83
LITTLE OR NOT AT ALL	14	18	10	13	18	27	9	17
<u>PERCEIVED UTILIZATION OF TRAINING:</u>								
FAIRLY WELL TO PERFECTLY	82	75	90	92	77	72	80	81
LITTLE OR NOT AT ALL	18	24	10	9	21	27	20	19
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>								
SATISFIED	71	77	80	85	76	67	77	64
NEITHER SATISFIED NOR DISSATISFIED	7	7	6	4	10	12	2	12
DISSATISFIED	21	15	14	11	13	21	20	24

TABLE 43  
JOB SATISFACTION COMPARISON OF CIVILIAN JOB SERIES AND TOTAL  
OFFICER/ENLISTED

	<u>ALL OFFICERS (N=1,013)</u>	<u>JS-801 (N=243)</u>	<u>JS-896 (N=113)</u>	<u>JS-1102 (N=1,339)</u>	<u>JS-1103 (N=47)</u>	<u>ALL ENLISTED (N=1,131)</u>
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	84	84	85	89	89	83
SO-SO	8	9	9	7	9	11
DULL	8	6	5	3	2	5
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	85	85	82	90	87	84
LITTLE OR NOT AT ALL	15	14	18	10	13	16
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	82	82	75	90	92	80
LITTLE OR NOT AT ALL	17	18	24	10	9	20
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>						
SATISFIED	77	71	77	80	85	76
NEITHER SATISFIED NOR DISSATISFIED	4	7	7	6	4	9
DISSATISFIED	19	21	15	14	11	15

TABLE 43 (CONTINUED)

JOB SATISFACTION COMPARISON OF CIVILIAN JOB SERIES AND TOTAL  
OFFICER/ENLISTED

	<u>ALL OFFICERS (N=1,013)</u>	<u>JS-1105 (N=98)</u>	<u>JS-1106 (N=335)</u>	<u>JS-1150 (N=44)</u>	<u>JS-1910 (N=501)</u>	<u>ALL ENLISTED (N=1,131)</u>
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	84	86	73	82	81	83
SO-SO	8	8	13	14	10	11
DULL	8	5	13	5	8	5
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	85	80	72	91	83	84
LITTLE OR NOT AT ALL	15	18	27	9	17	16
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	82	77	72	80	81	80
LITTLE OR NOT AT ALL	17	21	27	20	19	20
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>						
SATISFIED	77	76	67	77	64	76
NEITHER SATISFIED NOR DISSATISFIED	4	10	12	2	12	9
DISSATISFIED	19	13	21	20	24	15

presents comparison data on the total officer and total enlisted sample to each of the eight civilian job series. Table 44 provides a general view of how job satisfaction may be influenced by the type of specialty job performed.

Table 42 displays that the highest percentage of positive responses are from the Contract and Procurement personnel (JS-1102) and the Industrial Property Management personnel (JS-1103). Eighty to 90 percent of their respondents consistently marked high on all job satisfaction indicators. The least satisfied of the respondents were the Procurement Clerical and Assistance (JS-1106). Although their job satisfaction was still good, it is substantially lower than other civilian job series included in this survey (Table 42). The data presented in Table 43 reveal the job satisfaction indicators for JS-1102 and JS-1103 are higher than the total officer and enlisted survey samples. In addition, this table reveals the job satisfaction indicators are lower in all areas for JS-1106 personnel than for the total officer and enlisted survey samples. Review of the job satisfaction data for the job clusters and independent jobs (Table 44) reveals that job satisfaction is high and is a reflection of the overall high job satisfaction for each of the job series included in this survey. The lowest overall job satisfaction reflected is for the Contract General Administration Personnel cluster (Table 44). Seventy-six percent of the members performing this job are in JS-1106 (Table 3), and satisfaction indicators for this cluster are mirrored by the lower overall job satisfaction reported by JS-1106 members.

TABLE 44

## JOB SATISFACTION COMPARISON OF CLUSTERS AND INDEPENDENT JOB TYPES

	OP CONTR COMMODITY AND SVS (SMALL PURCHASE) BUYER (N=436)	PRICING PERSONNEL (N=156)	CONTRACT SOLICITATION PERSONNEL (N=71)	CONTRACT NEGOITIATORS AND ADMINSTR (N=684)	OP CON CONST AND SVCS BUYERS AND ADMINSTRS (N=431)	CONT MGT DIVISION ADMINSTRS (N=10)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	81	88	82	87	91	90
SO-SO	13	7	13	9	6	0
DULL	5	5	6	4	3	10
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	81	84	83	89	91	90
	18	17	17	11	10	10
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	77	84	81	89	92	90
	21	16	19	10	8	10
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>						
SATISFIED	74	80	76	79	82	90
NEITHER SATISFIED NOR DISSATISFIED	9	6	6	6	6	0
DISSATISFIED	16	13	17	15	11	10

TABLE 44 (CONTINUED)

## JOB SATISFACTION COMPARISON OF CLUSTERS AND INDEPENDENT JOB TYPES

	CONTRACT ADM AND QA PERS (N=95)	COMMODITY CONTRACT ADMINSTRS (N=66)	SUPV NEGOTIATOR DIV AND BRANCH CHIEFS (N=178)	CONTRACTING COMDRS, DIRECTORS, AND DIV CHIEFS (N=531)	AIR LOG CENTER CONT SUPV (N=10)	CONTRACTING STAFF AND INSPECT AND EVAL PERSONNEL (N=318)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	87	83	96	91	90	83
SO-SO	7	12	3	5	10	8
DULL	5	5	2	4	0	9
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	87	77	96	92	90	84
LITTLE OR NOT AT ALL	14	20	4	8	10	16
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	79	76	94	91	90	80
LITTLE OR NOT AT ALL	21	21	6	8	10	19
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>						
SATISFIED	73	73	81	83	80	70
NEITHER SATISFIED NOR DISSATISFIED	7	12	4	4	10	6
DISSATISFIED	19	13	15	14	10	23

TABLE 44 (CONTINUED)

## JOB SATISFACTION COMPARISON OF CLUSTERS AND INDEPENDENT JOB TYPES

	<u>PRODUCTION AND MANUFACTURING PERSONNEL (N=41)</u>	<u>GOV-OWNED PROP AND EQUIPMENT ADMINISTRATORS (N=35)</u>	<u>AUTOMATED DATA SYS PERSONNEL (N=28)</u>	<u>QUALITY ASSURANCE PERSONNEL (N=353)</u>	<u>CONTRACT GEN ADM PERSONNEL (N=250)</u>	<u>BRIEFING SPECIALISTS (N=21)</u>
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	76	91	79	85	68	76
SO-SO	12	9	13	9	15	10
DULL	11	0	8	6	16	14
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	79 20	88 11	79 22	87 13	66 33	81 19
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	75 24	95 6	71 29	86 14	65 34	66 33
<u>SENSE OF ACCOMPLISHMENT FROM YOUR WORK:</u>						
SATISFIED	67	89	73	69	63	76
NEITHER SATISFIED NOR DISSATISFIED	6	6	11	11	12	14
DISSATISFIED	26	6	16	20	24	24

## **APPENDIX A**

TABLE A1

GROUP ID NUMBER AND TITLE: 0711, Limited Commodity and Contract Repair Buyers

GROUP SIZE: 35	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 86%	PERCENT CIVILIAN: 14%
PERCENT ENLISTED: 86%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-4	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 3%
AVERAGE NUMBER OF TASKS PERFORMED: 15	1105 - 11%
DAFSC DISTRIBUTION ENLISTED:	
65130 - 3%	
65150 - 69%	CIVILIAN GRADE DISTRIBUTION:
65170 - 14%	GS-05 - 9%
	GS-07 - 6%

DAFSC DISTRIBUTION OFFICER: N/A

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1009 Prepare POs	97
N1004 Prepare DOs	86
N839 Cancel PRs	57
N1018 Prepare RFQs	57
N1031 Request oral bids or quotations	54
N904 Draft or write modifications to POs or delivery orders (DOs)	54
N1002 Prepare DD Forms 350	51

TABLE A2

GROUP ID NUMBER AND TITLE: 0817, Limited Small Purchase Commodity and Services Buyers

GROUP SIZE: 10

PERCENT OF SAMPLE: \*

PERCENT MILITARY: 80%

PERCENT CIVILIAN: 20%

PERCENT ENLISTED: 80%

PERCENT OFFICERS: 0%

AVERAGE ENLISTED GRADE: E-4

JOB SERIES DISTRIBUTION:

AVERAGE OFFICER GRADE: N/A

1102 - 10%

AVERAGE NUMBER OF TASKS PERFORMED: 10

1105 - 10%

DAFSC DISTRIBUTION ENLISTED:

65150 - 80%

CIVILIAN GRADE DISTRIBUTION:

GS-05 - 20%

DAFSC DISTRIBUTION OFFICER: N/A

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1009 Prepare POs	100
N990 Prepare abstracts	70
N1018 Prepare RFQs	70
N962 Explain specifications of item requirements to vendors	60
N989 Place calls against BPAs or BDOs	60
N1031 Request oral bids or quotations	50

\* Less than .5 percent

TABLE A3

GROUP ID NUMBER AND TITLE: 1191, Small Purchase Commodity Buyers

GROUP SIZE: 46	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 59%	PERCENT CIVILIAN: 41%
PERCENT ENLISTED: 59%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-4	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 17%
AVERAGE NUMBER OF TASKS PERFORMED: 27	1105 - 24%
DAFSC DISTRIBUTION ENLISTED	
65130 - 17%	CIVILIAN GRADE DISTRIBUTION:
56150 - 33%	GS-05 - 15%
65170 - 9%	GS-06 - 7%
	GS-07 - 20%

DAFSC DISTRIBUTION OFFICER: N/A

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1009 Prepare POs	93
N1031 Request oral bids or quotations	87
N1038 Review abstracts of quotations, proposals, or bids	80
N1004 Prepare DOs	78
N1039 Review adequacy of item descriptions	76
N1003 Prepare delivery pickup slips for walk-throughs	76
N1008 Prepare modifications to item descriptions	71
N839 Cancel PRs	70
N1033 Request sample items or descriptive literature from customers	69

TABLE A4

GROUP ID NUMBER AND TITLE: 1410, Commodity Buyers and Purchasing Agents

GROUP SIZE: 13	PERCENT OF SAMPLE: *
PERCENT MILITARY: 77%	PERCENT CIVILIAN: 23%
PERCENT ENLISTED: 77%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-4	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1105 - 23%
AVERAGE NUMBER OF TASKS PERFORMED: 28	
DAFSC DISTRIBUTION ENLISTED:	CIVILIAN GRADE DISTRIBUTION:
65130 - 8%	GS-05 - 23%
65150 - 54%	
65170 - 15%	

DAFSC DISTRIBUTION OFFICER: N/A

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1009 Prepare POs	100
N989 Place calls against BPAs or BDOs	100
N990 Prepare abstracts	100
N811 Annotate call registers, such as for blanket purchase agreement (BPA) or blanket delivery order (BDO) calls	85
N904 Draft or write modifications to POs or delivery orders (DOs)	85
N861 Coordinate PR discrepancies with appropriate personnel, such as customers, finance, or program managers	85
N839 Cancel PRs	85
N1031 Request oral bids or quotations	77
N1003 Prepare delivery pickup slips for walk-throughs	62
N875 Determine if brand name or sole source justifications are required for purchases	62
N1004 Prepare DOs	54

\* Less than .5 percent

TABLE A5

GROUP ID NUMBER AND TITLE: 1194, Commodity Buyers and Contract Negotiators

GROUP SIZE: 113	PERCENT OF SAMPLE: 2%
PERCENT MILITARY: 58%	PERCENT CIVILIAN: 42%
PERCENT ENLISTED: 56%	
PERCENT OFFICERS: 2%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	1102 - 25%
AVERAGE NUMBER OF TASKS PERFORMED: 72	1105 - 17%
DAFSC DISTRIBUTION ENLISTED:	
65130 - 5%	
65150 - 36%	CIVILIAN GRADE DISTRIBUTION:
65170 - 15%	GS-04 - 1%     GS-09 - 9%
	GS-05 - 8%     GS-10 - 1%
	GS-06 - 4%     GS-11 - 2%
	GS-07 - 18%
DAFSC DISTRIBUTION OFFICER:	
6531 - 1%	
6534 - 1%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1009 Prepare POs	95
N839 Cancel PRs	89
N1031 Request oral bids or quotations	88
N842 Compare abstracts with PRs, such as AF Forms 9 (Request for Purchase)	87
N1004 Prepare DOs	86
N1018 Prepare RFQs	83
N1038 Review abstracts of quotations, proposals, or bids	79
N875 Determine if brand name or sole source justifications are required for purchases	79
N904 Draft or write modifications to POs or delivery orders (DOs)	78
N1039 Review adequacy of item descriptions	77
N1002 Prepare DD Forms 350	75
N1052 Review debarred, suspended, or ineligible lists of contractors	74
N1054 Review Federal Supply Schedule for GSA contract items	72
N990 Prepare abstracts	71
N861 Coordinate PR discrepancies with appropriate personnel, such as customers, finance, or program managers	71
N955 Evaluate responses to RFQs	70
N1008 Prepare modifications to item descriptions	69
N956 Evaluate RFQs	68

TABLE A6

GROUP ID NUMBER AND TITLE: 1139, Contract Repair and Commodity Buyers and Administrators

GROUP SIZE: 15	PERCENT OF SAMPLE: *
PERCENT MILITARY: 67%	PERCENT CIVILIAN: 33%
PERCENT ENLISTED: 67%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-4	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 7%
AVERAGE NUMBER OF TASKS PERFORMED: 50	1105 - 20%
DAFSC DISTRIBUTION ENLISTED:	1106 - 7%
65130 - 7%	
65150 - 53%	
65170 - 7%	
DAFSC DISTRIBUTION OFFICER: N/A	CIVILIAN GRADE DISTRIBUTION:
	GS-06 - 20%
	GS-07 - 7%
	GS-11 - 7%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N839 Cancel PRs	100
N1009 Prepare POs	93
N904 Draft or write modifications to POs or delivery orders (DOs)	93
N1004 Prepare DOs	93
N842 Compare abstracts with PRs, such as AF Forms 9 (Request for Purchase)	93
N1031 Request oral bids or quotations	87
N969 Maintain DO or PO files	87
C151 Draft or write memoranda for record (MFR)	80
O1148 Coordinate modifications to contracts, POs, or DOs with contractors, customers, or finance personnel	73
N1038 Review abstracts of quotations, proposals, or bids	73
N1018 Prepare RFQs	73
N861 Coordinate PR discrepancies with appropriate personnel, such as customers, finance, or program managers	67
N1002 Prepare DD Forms 350	67
N1000 Prepare DD Forms 1784	67

\* Less than .5 percent

TABLE A7

GROUP ID NUMBER AND TITLE: 1041, Commodity and Services Buyers

GROUP SIZE:	22	PERCENT OF SAMPLE:	*
PERCENT MILITARY:	86%	PERCENT CIVILIAN:	14%
PERCENT ENLISTED:	82%		
PERCENT OFFICERS:	5%		
AVERAGE ENLISTED GRADE:	E-4	JOB SERIES DISTRIBUTION:	
AVERAGE OFFICER GRADE:	O-1	1102 - 5%	
AVERAGE NUMBER OF TASKS PERFORMED:	51	1105 - 9%	

## DAFSC DISTRIBUTION ENLISTED:

65150 - 59%
65170 - 23%

CIVILIAN GRADE DISTRIBUTION:
GS-05 - 5%
GS-06 - 5%

## DAFSC DISTRIBUTION OFFICER:

6531 - 5%
-----------

GS-09 - 5%
------------

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N839 Cancel PRs	95
N1009 Prepare POs	91
N996 Prepare BPAs	91
N956 Evaluate RFQs	86
N1043 Review BPAs or BDOs	86
N861 Coordinate PR discrepancies with appropriate personnel, such as customers, finance, or program managers	82
N842 Compare abstracts with PRs, such as AF Forms 9 (Request for Purchase)	77
N990 Prepare abstracts	77
N904 Draft or write modifications to POs or delivery orders (DOs)	77
N989 Place calls against BPAs or BDOs	77
N1004 Prepare DOs	73
N1052 Review debarred, suspended, or ineligible lists of contractors	72
N811 Annotate call registers, such as for blanket purchase agreement (BPA) or blanket delivery order (BDO) calls	68
N840 Certify BPA or BDO call registers	64
N954 Evaluate requests for walk-through purchases	64
N955 Evaluate responses to RFQs	64
N1018 Prepare RFQs	64

\* Less than .5 percent

TABLE A8

GROUP ID NUMBER AND TITLE: 1197, Small Purchase Supply and Equipment Buyers

GROUP SIZE: 14	PERCENT OF SAMPLE: *
PERCENT MILITARY: 43%	PERCENT CIVILIAN: 57%
PERCENT ENLISTED: 43%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 7%
AVERAGE NUMBER OF TASKS PERFORMED: 83	1105 - 36%
DAFSC DISTRIBUTION ENLISTED:	1106 - 14%
65150 - 14%	
65170 - 29%	
DAFSC DISTRIBUTION OFFICER: N/A	CIVILIAN GRADE DISTRIBUTION:
	GS-04 - 7%
	GS-05 - 43%
	GS-07 - 7%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N904 Draft or write modifications to POs or delivery orders	100
N875 Determine if brand name or sole source justifications are required for purchases	100
N990 Prepare abstracts	93
N1008 Prepare modifications to item descriptions	93
N989 Place calls against BPAs or BDOs	93
01148 Coordinate modifications to contracts, POs, or DOs with contractors, customers, or finance personnel	93
N854 Coordinate availability of funds with customer, program managers, or finance personnel	93
C151 Draft or write memoranda for record (MFR)	93
N811 Annotate call registers, such as for blanket purchase agreement (BPA) or blanket delivery order (BDO) calls	86
N969 Maintain DO or PO files	86
01150 Coordinate PO delinquencies with vendors	86
N996 Prepare BPAs	86
N954 Evaluate requests for walk-through purchases	79
N1003 Prepare delivery pickup slips for walk-throughs	79

\* Less than .5 percent

TABLE A9

GROUP ID NUMBER AND TITLE: 0990, Small Purchase Services, Commodity Buyers, and Administrators

GROUP SIZE: 10	PERCENT OF SAMPLE: *
PERCENT MILITARY: 90%	PERCENT CIVILIAN: 10%
PERCENT ENLISTED: 90%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-4	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1105 - 10%
AVERAGE NUMBER OF TASKS PERFORMED: 39	
DAFSC DISTRIBUTION ENLISTED:	CIVILIAN GRADE DISTRIBUTION:
65130 - 10%	GS-06 - 10%
65150 - 70%	
65170 - 10%	

DAFSC DISTRIBUTION OFFICER: N/A

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1009 Prepare POs	100
N839 Cancel PRs	100
N1008 Prepare modifications to item descriptions	90
O1185 Establish delivery dates	80
O1251 Negotiate modifications to POs or DOs	80
N1018 Prepare RFQs	80
N904 Draft or write modifications to POs or delivery orders (DOs)	80
N989 Place calls against BPAs or BDOs	70
N955 Evaluate responses to RFQs	70
N1004 Prepare DOs	70

\* Less than .5 percent

TABLE A10

GROUP ID NUMBER AND TITLE: 1242, NCOICs, Small Repair, Commodity, and Services Branches

GROUP SIZE: 11	PERCENT OF SAMPLE: *
PERCENT MILITARY: 91%	PERCENT CIVILIAN: 9%
PERCENT ENLISTED: 91%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1105 - 9%
AVERAGE NUMBER OF TASKS PERFORMED: 116	
DAFSC DISTRIBUTION ENLISTED:	CIVILIAN GRADE DISTRIBUTION:
65150 - 9%	GS-09 - 9%
65170 - 82%	
DAFSC DISTRIBUTION OFFICER: N/A	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1043 Review BPAs or BDOs	100
N960 Evaluate sole source justifications	100
N950 Evaluate requests for BPAs or basic ordering agreements (BOAs)	100
N996 Prepare BPAs	100
N803 Advise customers of ratification procedures	100
N1053 Review D0s	91
N1049 Review DD Forms 1784	91
N842 Compare abstracts with PRs, such as AF Forms 9 (Request for Purchase)	91
N819 Approve or disapprove DD Forms 1784 (Small Purchase Pricing Memorandum)	91
N984 Perform PO reviews	82
N954 Evaluate requests for walk-through purchases	82
N1038 Review abstracts of quotations, proposals, or bids	82
N840 Certify BPA or BDO call registers	82
N1051 Review DD Forms 350	82
N955 Evaluate responses to RFQs	82

\* Less than .5 percent

TABLE A11

GROUP ID NUMBER AND TITLE: 0155, Pricing Personnel Independent Job Type

GROUP SIZE: 156	PERCENT OF SAMPLE: 3%
PERCENT MILITARY: 23%	PERCENT CIVILIAN: 78%
PERCENT ENLISTED: 1%	
PERCENT OFFICERS: 22%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	801 - 1%      1102 - 74%
AVERAGE NUMBER OF TASKS PERFORMED: 40	896 - 2%      1910 - 1%
DAFSC DISTRIBUTION ENLISTED: 65170 - 1%	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER: 6516 - 2% 6531 - 4% 6534 - 15%	GS-02 - 1%      GS-12 - 47% GS-07 - 1%      GS-13 - 6% GS-09 - 6%      GM-13 - 3% GS-11 - 12%      GM-14 - 1%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
J457 Analyze contractors' cost elements	95
J465 Compare contractors' proposed cost factors with field reports, DCAS, or DCAA recommendations	87
J502 Review contractors' cost and price data	85
J467 Conduct proposal price analyses	83
J477 Draft or write PNMs	81
J458 Analyze contractors' direct or indirect rates	80
J460 Analyze pricing support input, such as data from Defense Contract Administration Service (DCAS)	79
J469 Conduct weighted guideline analyses	75
J470 Determine extent of assistance required from technical representatives or Defense Contract Audit Agency (DCAA)	74
J490 Formulate prenegotiation price positions	73

TABLE A12

GROUP ID NUMBER AND TITLE: 0288, Contract Solicitation Personnel Independent Job Type

GROUP SIZE: 71	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 66%	PERCENT CIVILIAN: 34%
PERCENT ENLISTED: 55%	
PERCENT OFFICERS: 11%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	1102 - 34%
AVERAGE NUMBER OF TASKS PERFORMED: 45	
DAFSC DISTRIBUTION ENLISTED:	CIVILIAN GRADE DISTRIBUTION:
65130 - 4%	GS-05 - 3%     GS-11 - 4%
65150 - 31%	GS-07 - 7%     GS-12 - 6%
65170 - 20%	GS-09 - 14%

DAFSC DISTRIBUTION OFFICER:  
653X - 11%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1002 Prepare DD Forms 350	76
N892 Draft or write amendments to RFPs or IFBs	76
N903 Draft or write modifications to contracts	73
N925 Establish bid opening dates	70
N1020 Prepare synopses, such as for solicitations or contract awards	66
N966 Issue amendments to solicitations	62
N1005 Prepare IFBs	59
N917 Draft or write RFPs	59
N991 Prepare AF Forms 3055 (Small and Disadvantaged Business Utilization Office - PCO Coordination Record)	58

TABLE A13

GROUP ID NUMBER AND TITLE: 1086, Systems Command Contract Negotiators

GROUP SIZE:	148	PERCENT OF SAMPLE:	3%
PERCENT MILITARY:	48%	PERCENT CIVILIAN:	52%
PERCENT ENLISTED:	0%		
PERCENT OFFICERS:	48%		
AVERAGE ENLISTED GRADE:	N/A	JOB SERIES DISTRIBUTION:	
AVERAGE OFFICER GRADE:	O-3	1102 - 51%	
AVERAGE NUMBER OF TASKS PERFORMED:	95	1105 - 1%	
DAFSC DISTRIBUTION ENLISTED:	N/A		

DAFSC DISTRIBUTION OFFICER:		CIVILIAN GRADE DISTRIBUTION:	
6511 - 3%	6531 - 6%	GS-07 - 3%	GS-12 - 32%
6516 - 2%	6534 - 36%	GS-09 - 4%	GM-13 - 1%
6524 - 1%		GS-11 - 11%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N903 Draft or write modifications to contracts	97
J477 Draft or write PNMs	95
J457 Analyze contractors' cost elements	93
J465 Compare contractors' proposed cost factors with field reports, DCAS, or DCAA recommendations	90
J469 Conduct weighted guideline analyses	88
J467 Conduct proposal price analyses	84
J499 Review accuracy and completeness of SFs 1411 (Contract Pricing Proposal Cover Sheet)	84
J493 Negotiate pricing aspects of proposals or contracts	84
J470 Determine extent of assistance required from technical representatives or Defense Contract Audit Agency (DCAA)	84
J502 Review contractors' cost and price data	84
J490 Formulate prenegotiation price positions	81
C168 Prepare informal briefings	81
N1029 Request legal review of solicitations or contracts	80
C172 Proofread correspondence, forms, or reports	78
C151 Draft or write memoranda for record (MFR)	78

TABLE A14

GROUP ID NUMBER AND TITLE: 1495, Major Air Command and Central/Systems Pricing Analysts

GROUP SIZE: 19	PERCENT OF SAMPLE: *
PERCENT MILITARY: 21%	PERCENT CIVILIAN: 79%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 21%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 79%
AVERAGE NUMBER OF TASKS PERFORMED: 115	
DAFSC DISTRIBUTION ENLISTED: N/A	CIVILIAN GRADE DISTRIBUTION:
	GS-09 - 5% GS-13 - 11%
	GS-11 - 16% GM-13 - 11%
DAFSC DISTRIBUTION OFFICER:	GS-12 - 37%
6511 - 5%	
6531 - 5%	
6534 - 11%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
J457 Analyze contractors' cost elements	100
J467 Conduct proposal price analyses	100
J476 Develop target price positions	100
J499 Review accuracy and completeness of SFs 1411 (Contract Pricing Proposal Cover Sheet)	100
J477 Draft or write PNMs	100
J502 Review contractors' cost and price data	95
J494 Prepare automated pricing spread sheets based on contractors' or DCAS input	95
J465 Compare contractors' proposed cost factors with field reports, DCAS, or DCAA recommendations	95
N805 Advise customers or users on pricing matters during negotiations	95
J469 Conduct weighted guideline analyses	95
J506 Review historical pricing position data	95
N801 Advise contractors of need for proposal clarification	95
J460 Analyze pricing support input, such as data from Defense Contract Administration Service (DCAS)	89
N807 Advise negotiators on negotiation positions or techniques	84
N1042 Review audit reports	79

\* Less than .5 percent

TABLE A15

GROUP ID NUMBER AND TITLE: 0899, Systems/Central Contract Negotiators

GROUP SIZE: 14	PERCENT OF SAMPLE: *
PERCENT MILITARY: 71%	PERCENT CIVILIAN: 29%
PERCENT ENLISTED: 7%	
PERCENT OFFICERS: 64%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 29%
AVERAGE NUMBER OF TASKS PERFORMED: 54	
DAFSC DISTRIBUTION ENLISTED: 65170 - 7%	CIVILIAN GRADE DISTRIBUTION: GS-07 - 14% GS-12 - 14%
DAFSC DISTRIBUTION OFFICER: 6531 - 7% 6534 - 57%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
J477 Draft or write PNMs	100
N903 Draft or write modifications to contracts	93
C177 Type correspondence, reports, or forms	93
C164 Perform room or area security checks	93
C172 Proofread correspondence, forms, or reports	86
O1250 Negotiate modifications to contracts	79
J457 Analyze contractors' cost elements	79
N978 Participate in fact-finding meetings or evaluation boards	79
J502 Review contractors' cost and price data	79
C151 Draft or write memoranda for record (MFR)	79
J465 Compare contractors' proposed cost factors with field reports, DCAS, or DCAA recommendations	79
O1257 Obtain current cost and pricing certificates	71
J476 Develop target price positions	64

\* Less than .5 percent

TABLE A16

GROUP ID NUMBER AND TITLE: 1471, Air Logistics Center Contract Negotiators

GROUP SIZE: 81	PERCENT OF SAMPLE: 2%
PERCENT MILITARY: 6%	PERCENT CIVILIAN: 93%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 6%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	1102 - 93%
AVERAGE NUMBER OF TASKS PERFORMED: 87	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION ENLISTED: N/A	GS-05 - 1% GS-11 - 23%
DAFSC DISTRIBUTION OFFICER.	GS-07 - 17% GS-12 - 5%
6531 - 4%	GS-09 - 47%
6534 - 2%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
J477 Draft or write PNM	96
N1002 Prepare DD Forms 350	96
N903 Draft or write modifications to contracts	95
N1018 Prepare RFQs	94
N955 Evaluate responses to RFQs	89
N917 Draft or write RFPs	89
N892 Draft or write amendments to RFPs or IFBs	89
N844 Compile source lists	86
J495 Prepare funding administrative commitment documents (ACDs)	85
J457 Analyze contractors' cost elements	85
N864 Coordinate Small Business contracting matters with Small and Disadvantaged Business (SBA) representatives	85
N991 Prepare AF Forms 3055 (Small and Disadvantaged Business Utilization Office - PCO Coordination Record)	84
N879 Determine method of solicitation, such as invitation for bids (IFBs) or RFPs	84
N1031 Request oral bids or quotations	84
N947 Evaluate proposals	81
N990 Prepare abstracts	81
N861 Coordinate PR discrepancies with appropriate personnel, such as customers, finance, or program managers	80
N873 Determine competitive range of proposals	80
N966 Issue amendments to solicitations	78
N956 Evaluate RFQs	75
J493 Negotiate pricing aspects of proposals or contracts	75

TABLE A17

GROUP ID NUMBER AND TITLE: 1399, Operational Contracting Commodity/Services Contract Negotiators

GROUP SIZE: 68	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 46%	PERCENT CIVILIAN: 54%
PERCENT ENLISTED: 36%	
PERCENT OFFICERS: 10%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	1102 - 53%
AVERAGE NUMBER OF TASKS PERFORMED: 102	1106 - 1%
DAFSC DISTRIBUTION ENLISTED:	
65150 - 16%	
65170 - 18%	CIVILIAN GRADE DISTRIBUTION:
65190 - 1%	GS-05 - 4%     GS-11 - 26%
	GS-07 - 6%     GS-12 - 4%
	GS-09 - 13%

DAFSC DISTRIBUTION OFFICER:

    6531 - 4%  
    6534 - 6%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1029 Request legal review of solicitations or contracts	94
N917 Draft or write RFPs	93
N892 Draft or write amendments to RFPs or IFBs	93
N925 Establish bid-opening dates	91
N975 Notify unsuccessful offerors	91
N1002 Prepare DD Forms 350	90
N1020 Prepare synopses, such as for solicitations or contract awards	87
N1052 Review debarred, suspended, or ineligible lists of contractors	84
N910 Draft or write requests for bid verifications	84
N866 Coordinate verification of low bids with bidders	84
N966 Issue amendments to solicitations	82
N879 Determine method of solicitation, such as invitation for bids (IFBs) or RFPs	82
N852 Coordinate amendments to solicitations with customers	79
N895 Draft or write D&Fs	78
N916 Draft or write responses to solicitation or contract review comments	78

TABLE A18

GROUP ID NUMBER AND TITLE: 1732, Central/Systems Contract Negotiators

GROUP SIZE: 167	PERCENT OF SAMPLE: 3%
PERCENT MILITARY: 14%	PERCENT CIVILIAN: 86%
PERCENT ENLISTED: 1%	
PERCENT OFFICERS: 13%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 86%
AVERAGE NUMBER OF TASKS PERFORMED: 187	
DAFSC DISTRIBUTION ENLISTED:	CIVILIAN GRADE DISTRIBUTION:
65170 - 1%	GS-09 - 7% GS-13 - 4%
	GS-11 - 25% GM-13 - 2%
	GS-12 - 48%
DAFSC DISTRIBUTION OFFICER:	
6511 - 1% 6531 - 1%	
6516 - 1% 6534 - 9%	
6524 - 1%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
J499 Review accuracy and completeness of SFs 1411 (Contract Pricing Proposal Cover Sheet)	90
N1042 Review audit reports	84
J469 Conduct weighted guideline analyses	83
J460 Analyze pricing support input, such as data from Defense Contract Administration Service (DCAS)	83
N863 Coordinate review or approval of solicitations or contracts with manual approval authorities	82
N912 Draft or write requests for preaward Equal Employment Opportunity (EEO) clearance letters	82
N880 Determine negotiation authority	81
N873 Determine competitive range of proposals	78
N900 Draft or write J&As	75
O1257 Obtain current cost and pricing certificates	73
P1352 Request EEO compliance certifications from U.S. Department of Labor	72
N1023 Request contractors' confirmation of negotiation statements	71

TABLE A19

GROUP ID NUMBER AND TITLE: 1782, Major Systems and Research and Development Contract Negotiators

GROUP SIZE: 25	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 24%	PERCENT CIVILIAN: 76%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 24%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 76%
AVERAGE NUMBER OF TASKS PERFORMED: 402	
DAFSC DISTRIBUTION ENLISTED: N/A	CIVILIAN GRADE DISTRIBUTION:
	GS-11 - 8% GS-14 - 4%
	GS-12 - 44% GM-13 - 8%
DAFSC DISTRIBUTION OFFICER:	GS-13 - 12%
6511 - 4%	
6534 - 20%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N935 Evaluate changes to acquisition plans	100
J509 Review pricing proposal evaluations	96
N882 Determine not-to-exceed costs	96
N934 Evaluate CDRLs	96
N978 Participate in fact-finding meetings or evaluation boards	96
J506 Review historical pricing position data	92
N810 Analyze technical evaluation letters	92
N885 Develop business strategies for acquisitions	92
N979 Participate on acquisition strategy panels or acquisition review boards	92
J480 Draft or write requests for waivers of pricing support	88
J486 Evaluate PNMs	88
N808 Advise SPO director, program manager, or higher headquarters personnel on acquisition activities	88
N915 Draft or write requests for waivers of solicitations or contract reviews	88
N1056 Review input to acquisition plans	88
J503 Review cost analyses reports	84
N938 Evaluate industry responses to draft RFPs	84

TABLE A20

GROUP ID NUMBER AND TITLE: 1938, Operational Contracting Commodity and Services  
Contract Negotiators and Administrators

GROUP SIZE: 37	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 38%	PERCENT CIVILIAN: 62%
PERCENT ENLISTED: 38%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 54%
AVERAGE NUMBER OF TASKS PERFORMED: 147	1105 - 5%
DAFSC DISTRIBUTION ENLISTED:	1106 - 3%
65150 - 16%	
65170 - 22%	
DAFSC DISTRIBUTION OFFICER: N/A	CIVILIAN GRADE DISTRIBUTION:
	GS-06 - 5%     GS-11 - 19%
	GS-07 - 14%    GS-12 - 5%
	GS-09 - 19%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N1052 Review debarred, suspended, or ineligible lists of contractors	97
N852 Coordinate amendments to solicitations with customers	97
N925 Establish bid-opening dates	95
N861 Coordinate PR discrepancies with appropriate personnel, such as customers, finance, or program managers	95
N904 Draft or write modifications to POs or delivery orders (OOs)	92
N1002 Prepare DD Forms 350	92
N955 Evaluate responses to RFQs	89
N975 Notify unsuccessful offerors	89
N854 Coordinate availability of funds with customer, program managers, or finance personnel	89
N879 Determine method of solicitation, such as invitation for bids (IFBs) or RFPs	86
N1018 Prepare RFQs	86
N802 Advise contractors of unacceptability of proposals	84
N844 Compile source lists	78
N800 Advise contractors of mistaken bids	76

TABLE A21

GROUP ID NUMBER AND TITLE: 1957, Operational Contracting Services Contract  
Negotiators and Administrators

GROUP SIZE: 80	PERCENT OF SAMPLE: 2%
PERCENT MILITARY: 49%	PERCENT CIVILIAN: 51%
PERCENT ENLISTED: 41%	
PERCENT OFFICERS: 8%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 51%
AVERAGE NUMBER OF TASKS PERFORMED: 238	
DAFSC DISTRIBUTION ENLISTED:	CIVILIAN GRADE DISTRIBUTION:
65150 - 11%	GS-07 - 10%      GS-11 - 7%
65170 - 30%	GS-09 - 27%      GS-12 - 5%
	GS-10 - 1%
DAFSC DISTRIBUTION OFFICER:	
6534 - 7%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N916 Draft or write responses to solicitation or contract review comments	93
N977 Participate in discussions conferences	91
N1006 Prepare intent-to-exercise option letters	88
O1250 Negotiate modifications to contracts	85
N881 Determine negotiation positions or techniques	81
O1136 Conduct prenegotiation meetings with customers	79
J490 Formulate prenegotiation price positions	79
N848 Conduct presolicitation conferences	79
J505 Review government cost or price estimates	77
N803 Advise customers of ratification procedures	77
O1134 Conduct postaward conferences	77
C168 Prepare informal briefings	75
N978 Participate in fact-finding meetings or evaluation boards	72

TABLE A22

GROUP ID NUMBER AND TITLE: 1354, Construction Buyers and Administrators

GROUP SIZE: 185	PERCENT OF SAMPLE: 4%
PERCENT MILITARY: 68%	PERCENT CIVILIAN: 32%
PERCENT ENLISTED: 63%	
PERCENT OFFICERS: 5%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	896 - 1%
AVERAGE NUMBER OF TASKS PERFORMED: 154	1102 - 31%
DAFSC DISTRIBUTION ENLISTED:	1105 - 1%
65130 - 1%	
65150 - 23%	
65170 - 38%	CIVILIAN GRADE DISTRIBUTION:
65190 - 1%	GS-05 - 1% GS-10 - 1%
	GS-07 - 8% GS-11 - 6%
	GS-09 - 17% GS-12 - 1%
DAFSC DISTRIBUTION OFFICER:	
6531 - 1%	
6534 - 4%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N903 Draft or write modifications to contracts	94
N1002 Prepare DD Forms 350	94
N925 Establish bid opening dates	92
O1127 Compute progress payments	91
N892 Draft or write amendments to RFPs or IFBs	90
N1005 Prepare IFBs	90
O1129 Draft or write notice-to-proceed letters	90
O1292 Review construction progress reports	89
N1020 Prepare synopses, such as for solicitations or contract awards	88
N975 Notify unsuccessful offerors	88
O1126 Compute final payments	86
N932 Evaluate bond or bid guarantees	85
O1132 Conduct labor standard interviews	85
N910 Draft or write requests for bid verifications	84
N866 Coordinate verification of low bids with bidders	84
O1250 Negotiate modifications to contracts	83

TABLE A23

GROUP ID NUMBER AND TITLE: 1403, Construction Administrators and Buyers

GROUP SIZE: 36	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 67%	PERCENT CIVILIAN: 33%
PERCENT ENLISTED: 58%	
PERCENT OFFICERS: 9%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 33%
AVERAGE NUMBER OF TASKS PERFORMED: 143	
DAFSC DISTRIBUTION ENLISTED:	CIVILIAN GRADE DISTRIBUTION:
65150 - 28%	GS-09 - 17%
65170 - 31%	GS-11 - 14%
	GS-12 - 3%
DAFSC DISTRIBUTION OFFICER:	
6534 - 8%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
J457 Analyze contractors' cost elements	92
01177 Draft or write notice-to-proceed letters	89
01141 Coordinate changes to contract schedules with contractors or customers	89
01240 Issue cure-notices	89
01245 Issue show-cause notices	83
01276 Prepare letters of concern regarding deficient contract performances	81
J458 Analyze contractors' direct or indirect rates	81
01238 Initiate unilateral modifications	81
01193 Evaluate contractors' claim requests	78
01254 Notify contractors of payment suspensions or withholdings	78
01110 Assess liquidated damages	75
01281 Prepare supplemental agreements	75

TABLE A24

GROUP ID NUMBER AND TITLE: 1227, Operational Contracting Construction Administrators

GROUP SIZE: 36	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 89%	PERCENT CIVILIAN: 11%
PERCENT ENLISTED: 86%	
PERCENT OFFICERS: 3%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-1	1102 - 11%
AVERAGE NUMBER OF TASKS PERFORMED: 67	
DAFSC DISTRIBUTION ENLISTED:	CIVILIAN GRADE DISTRIBUTION:
65150 - 33%	GS-09 - 11%
65170 - 53%	

DAFSC DISTRIBUTION OFFICER:  
    6534 - 3%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
01127 Compute progress payments	92
01132 Conduct labor standard interviews	86
J477 Draft or write PNMs	81
01124 Compare wage rate determinations (WRDs) with contractors' payrolls	81
01126 Compute final payments	78
01250 Negotiate modifications to contracts	78
01288 Review AF Forms 3000 (Material Approval Submittal)	78
1219 Evaluate progress payment requests	78
N903 Draft or write modifications to contracts	75
01122 Compare progress reports with established or proposed schedules	75
01242 Issue notice-to-proceed letters	75
01177 Draft or write notice-to-proceed letters	72

TABLE A25

GROUP ID NUMBER AND TITLE: 1039, Communications-Computer Systems Contract Administrators

GROUP SIZE: 11	PERCENT OF SAMPLE: *
PERCENT MILITARY: 27%	PERCENT CIVILIAN: 73%
PERCENT ENLISTED: 18%	
PERCENT OFFICERS: 9%	
AVERAGE ENLISTED GRADE: E-7	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 73%
AVERAGE NUMBER OF TASKS PERFORMED: 105	
DAFSC DISTRIBUTION ENLISTED: 65170 - 18%	CIVILIAN GRADE DISTRIBUTION:
	GS-07 - 9% GS-12 - 27%
	GS-09 - 9%
DAFSC DISTRIBUTION OFFICER: 6534 - 9%	GS-11 - 27%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N903 Draft or write modifications to contracts	100
C151 Draft or write memoranda for record (MFR)	100
J477 Draft or write PNMs	100
C172 Proofread correspondence, forms, or reports	100
J493 Negotiate pricing aspects of proposals or contracts	100
N1002 Prepare DD Forms 350	91
O1148 Coordinate modifications to contracts, POs, or DOs with contractors, customers, or finance personnel	91
O1077 Advise PCO or program manager on contract administration problems	91
N1029 Request legal review of solicitations or contracts	82
O1258 Obtain insurance certificates from contractors	82
C150 Draft or write correspondence, such as letters or messages for electrical transmissions	82
O1250 Negotiate modifications to contracts	73
N977 Participate in discussions conferences	73
N854 Coordinate availability of funds with customer, program managers, or finance personnel	73
N914 Draft or write requests for technical proposal evaluations	73

\* Less than .5 percent

TABLE A26

GROUP ID NUMBER AND TITLE: 0997, Equipment Maintenance and Repair Contract Administrators

GROUP SIZE: 12	PERCENT OF SAMPLE: *
PERCENT MILITARY: 33%	PERCENT CIVILIAN: 67%
PERCENT ENLISTED: 33%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 67%
AVERAGE NUMBER OF TASKS PERFORMED: 156	
DAFSC DISTRIBUTION ENLISTED:	CIVILIAN GRADE DISTRIBUTION:
65150 - 17%	GS-05 - 8%    GS-12 - 33%
65170 - 17%	GS-09 - 8%
	GS-11 - 17%

DAFSC DISTRIBUTION OFFICER: N/A

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
01250 Negotiate modifications to contracts	100
N904 Draft or write modifications to POs or delivery orders (DOs)	100
01160 Deobligate funds	100
01148 Coordinate modifications to contracts, POs, or DOs with contractors, customers, or finance personnel	92
01149 Coordinate option year requirements with contractors or customers	92
01152 Coordinate requests for additional information with contractors	83
P1324 Coordinate base entry approval for contractors' employees with security police	83
01258 Obtain insurance certificates from contractors	83
01238 Initiate unilateral modifications	83
N1025 Request contractual funding	83
01114 Certify invoices, progress payment requests, or payment vouchers	83
P1355 Review contractors' security pass authorizations or requests	83
01142 Coordinate contract termination procedures with termination contracting officers (TCOs), PCOs, or ACOs	83
01183 Establish contract administration priorities	75
01193 Evaluate contractors' claim requests	67

\* Less than .5 percent

TABLE A27

GROUP ID NUMBER AND TITLE: 1243, Base Level Services Administrators/Buyers and Supervisors

GROUP SIZE: 10	PERCENT OF SAMPLE: *
PERCENT MILITARY: 90%	PERCENT CIVILIAN: 10%
PERCENT ENLISTED: 80%	
PERCENT OFFICERS: 10%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 10%
AVERAGE NUMBER OF TASKS PERFORMED: 205	
DAFSC DISTRIBUTION ENLISTED:	CIVILIAN GRADE DISTRIBUTION:
65150 - 30%	GS-11 - 10%
65170 - 50%	

DAFSC DISTRIBUTION OFFICER:  
    6534 - 10%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
M728 Advise QAEs of responsibilities	100
M732 Analyze QAE inspection reports	100
M729 Advise QAEs on development of contract performance checklists	100
M731 Analyze adequacy of corrective actions to quality assurance (QA) discrepancies	100
M747 Draft or write QA letters of instruction	100
N903 Draft or write modifications to contracts	90
J477 Draft or write PNMs	90
C170 Present formal briefings	90
O1250 Negotiate modifications to contracts	80
J505 Review government cost or price estimates	80
N1025 Request contractual funding	80
M780 Perform site inspections to observe contractors' or QAEs' performance	80
N961 Evaluate SOW, PWS, or specifications	80
O1263 Participate in postaward conferences	80
C174 Schedule conferences or workshops	70

\* Less than .5 percent

TABLE A28

GROUP ID NUMBER AND TITLE: 1061, Operational Contracting Services Buyers and Administrators

GROUP SIZE: 66	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 78%	PERCENT CIVILIAN: 23%
PERCENT ENLISTED: 73%	
PERCENT OFFICERS: 5%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	1102 - 21%
AVERAGE NUMBER OF TASKS PERFORMED: 113	1105 - 2%
DAFSC DISTRIBUTION ENLISTED:	
65130 - 3%	
65150 - 32%	CIVILIAN GRADE DISTRIBUTION:
65170 - 38%	GS-05 - 2%
	GS-07 - 9%
	GS-09 - 12%

DAFSC DISTRIBUTION OFFICER:

    6531 - 2%  
    6534 - 3%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N903 Draft or write modifications to contracts	97
C151 Draft or write memoranda for record (MFR)	91
N904 Draft or write modifications to POs or delivery orders (DOs)	88
N1002 Prepare DD Forms 350	86
N1029 Request legal review of solicitations or contracts	86
N925 Establish bid opening dates	85
N892 Draft or write amendments to RFPs or IFBs	80
N861 Coordinate PR discrepancies with appropriate personnel, such as customers, finance, or program managers	76
N804 Advise customers or users on development of SOW, performance work standards (PWS), or specifications	76
N1020 Prepare synopses, such as for solicitations or contract awards	74
N852 Coordinate amendments to solicitations with customers	71

TABLE A29

GROUP ID NUMBER AND TITLE: 1161, Operational Contracting Services Administrators and Buyers

GROUP SIZE: 19	PERCENT OF SAMPLE: *
PERCENT MILITARY: 53%	PERCENT CIVILIAN: 47%
PERCENT ENLISTED: 53%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 47%
AVERAGE NUMBER OF TASKS PERFORMED: 76	
DAFSC DISTRIBUTION ENLISTED:	CIVILIAN GRADE DISTRIBUTION:
65150 - 37%	GS-05 - 5%     GS-08 - 5%
65170 - 16%	GS-06 - 5%     GS-09 - 16%
	GS-07 - 11%     GS-11 - 5%
DAFSC DISTRIBUTION OFFICER: N/A	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N903 Draft or write modifications to contracts	100
M730 Advise QAEs on documentation requirements	100
M732 Analyze QAE inspection reports	100
M728 Advise QAEs of responsibilities	95
C151 Draft or write memoranda for record (MFR)	89
O1149 Coordinate option year requirements with contractors or customers	89
M739 Compare contractor invoices with QAE reports	89
M731 Analyze adequacy of corrective actions to quality assurance (QA) discrepancies	89
N839 Cancel PRs	84
N904 Draft or write modifications to POs or delivery orders (DOs)	84
M729 Advise QAEs on development of contract performance checklists	84
M780 Perform site inspections to observe contractors' or QAEs' performance	74

\* Less than .5 percent

## TABLE A30

GROUP ID NUMBER AND TITLE: 1051, Contract Management Division Administrators  
Independent Job Type

GROUP SIZE: 10	PERCENT OF SAMPLE: *
PERCENT MILITARY: 30%	PERCENT CIVILIAN: 70%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 30%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 70%
AVERAGE NUMBER OF TASKS PERFORMED: 154	
DAFSC DISTRIBUTION ENLISTED: N/A	CIVILIAN GRADE DISTRIBUTION:
	GS-11 - 10%
DAFSC DISTRIBUTION OFFICER: 6534 - 30%	GS-12 - 60%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
01077 Advise PCO or program manager on contract administration problems	100
01219 Evaluate progress payment requests	100
N903 Draft or write modifications to contracts	100
01220 Evaluate progress payment withholdings	90
N1042 Review audit reports	90
01127 Compute progress payments	90
J463 Approve or disapprove price negotiation memoranda (PNM)	80
01183 Establish contract administration priorities	80

\* Less than .5 percent

TABLE A31

GROUP ID NUMBER AND TITLE: 1263, Operational Contracting Services Administrators

GROUP SIZE: 14	PERCENT OF SAMPLE: *
PERCENT MILITARY: 50%	PERCENT CIVILIAN: 50%
PERCENT ENLISTED: 50%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 50%
AVERAGE NUMBER OF TASKS PERFORMED: 53	
DAFSC DISTRIBUTION ENLISTED:	CIVILIAN GRADE DISTRIBUTION:
65150 - 21%	GS-06 - 7%
65170 - 29%	GS-09 - 36%
	GS-11 - 7%
DAFSC DISTRIBUTION OFFICER: N/A	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
M728 Advise QAEs of responsibilities	93
01296 Review DD Forms 250	86
N903 Draft or write modifications to contracts	79
01148 Coordinate modifications to contracts, POs, or DOs with contractors, customers, or finance personnel	79
01258 Obtain insurance certificates from contractors	79
01160 Deobligate funds	71
01281 Prepare supplemental agreements	71
01284 Request DD Forms 250 from customers	71
01293 Review contract monitoring and surveillance reports	71
01250 Negotiate modifications to contracts	64
01133 Conduct meetings with QA surveillance personnel	64

\* Less than .5 percent

TABLE A32

GROUP ID NUMBER AND TITLE: 1081, Quality Assurance Evaluator Program Coordinators

GROUP SIZE: 12	PERCENT OF SAMPLE: *
PERCENT MILITARY: 33%	PERCENT CIVILIAN: 67%
PERCENT ENLISTED: 33%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 50%
AVERAGE NUMBER OF TASKS PERFORMED: 66	1910 - 17%
DAFSC DISTRIBUTION ENLISTED: 65170 - 33%	
	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER: N/A	GS-09 - 8%
	GS-11 - 42%
	GS-12 - 17%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
G336 Conduct quality assurance evaluator (QAE) training	100
M730 Advise QAEs on documentation requirements	100
M728 Advise QAEs of responsibilities	100
M729 Advise QAEs on development of contract performance checklists	100
C170 Present formal briefings	92
C171 Present informal briefings	92
M731 Analyze adequacy of corrective actions to quality assurance (QA) discrepancies	92
C151 Draft or write memoranda for record (MFR)	83
C167 Prepare formal briefings	83
M732 Analyze QAE inspection reports	83
C168 Prepare informal briefings	75
G337 Conduct training conferences or briefings	75
G338 Coordinate unit personnel training requirements or quotas with functional managers	75
G346 Develop training aids	67

\* Less than .5 percent

TABLE A33

GROUP ID NUMBER AND TITLE: 1196, Operational Contracting Commodity Administrators

GROUP SIZE: 14	PERCENT OF SAMPLE: *
PERCENT MILITARY: 50%	PERCENT CIVILIAN: 50%
PERCENT ENLISTED: 43%	
PERCENT OFFICERS: 7%	
AVERAGE ENLISTED GRADE: E-4	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 7%
AVERAGE NUMBER OF TASKS PERFORMED: 54	1105 - 21%
DAFSC DISTRIBUTION ENLISTED:	1106 - 21%
65130 - 21%	
65150 - 7%	
65170 - 14%	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER:	GS-05 - 14%     GS-09 - 7%
6534 - 7%	GS-06 - 14%
	GS-07 - 14%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
01148 Coordinate modifications to contracts, POs, or DOs with contractors, customers, or finance personnel	100
01251 Negotiate modifications to POs or DOs	93
01152 Coordinate requests for additional information with contractors	86
N904 Draft or write modifications to POs or delivery orders (DOs)	71
N903 Draft or write modifications to contracts	71
01198 Evaluate contractors' responses to follow-up notices or letters	71
01155 Coordinate status of deliverable items with contractors or vendors	71
01298 Review follow-up requests, such as automated listings, telephone calls, or letters	71
01151 Coordinate price list discrepancies with contractors	71

\* Less than .5 percent

TABLE A34

GROUP ID NUMBER AND TITLE: 0828, Air Logistics Center Commodity Contract Administrators

GROUP SIZE: 20	PERCENT OF SAMPLE: *
PERCENT MILITARY: 5%	PERCENT CIVILIAN: 95%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 5%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	1102 - 80%
AVERAGE NUMBER OF TASKS PERFORMED: 49	1106 - 15%
DAFSC DISTRIBUTION ENLISTED: N/A	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER: 6534 - 5%	GS-04 - 5% GS-09 - 30%
	GS-05 - 5% GS-11 - 25%
	GS-07 - 30%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
01145 Coordinate delivery schedules with contractors, customers, or program managers	100
01284 Request DD Forms 250 from customers	85
01152 Coordinate requests for additional information with contractors	85
01250 Negotiate modifications to contracts	85
01141 Coordinate changes to contract schedules with contractors or customers	85
01142 Coordinate contract termination procedures with terminatoin contracting officers (TCOs), PCOs, or ACOs	75
01251 Negotiate modifications to POs or DOs	70
01077 Advise PCO or program manager on contract administration problems	70
01236 Identify delinquent contractors	70
01296 Review DD Forms 250	65

\* Less than .5 percent

TABLE A35

GROUP ID NUMBER AND TITLE: 1126, Systems Command Supervisory Negotiators,  
Division and Branch Chiefs

GROUP SIZE: 43

PERCENT OF SAMPLE: 1%

PERCENT MILITARY: 42%

PERCENT CIVILIAN: 58%

PERCENT ENLISTED: 0%

PERCENT OFFICERS: 42%

AVERAGE ENLISTED GRADE: N/A

JOB SERIES DISTRIBUTION:

AVERAGE OFFICER GRADE: O-4

1102 - 58%

AVERAGE NUMBER OF TASKS PERFORMED: 174

DAFSC DISTRIBUTION ENLISTED

N/A

CIVILIAN GRADE DISTRIBUTION:

GS-12 - 5% GM-14 - 2%

GS-14 - 2%

GM-13 - 49%

DAFSC DISTRIBUTION OFFICER:

6511 - 5%

6516 - 16%

6534 - 21%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
J463 Approve or disapprove price negotiation memoranda (PNM)	95
C171 Present informal briefings	95
N807 Advise negotiators on negotiation positions or techniques	95
N829 Approve or disapprove prenegotiation or target price positions	93
N1042 Review audit reports	84
N821 Approve or disapprove determination and findings (D&Fs)	74
N864 Coordinate Small Business contracting matters with Small and Disadvantaged Business (SBA) representatives	74
N885 Develop business strategies for acquisitions	74
N808 Advise SPO director, program manager, or higher headquarters personnel on acquisition activities	74
N1029 Request legal review of solicitations or contracts	74
J469 Conduct weighted guideline analyses	72
N934 Evaluate CDRLs	70

TABLE A36

GROUP ID NUMBER AND TITLE: 1425, Supervisory Contracting Specialists and Branch Chiefs

GROUP SIZE: 10	PERCENT OF SAMPLE: *
PERCENT MILITARY: 60%	PERCENT CIVILIAN: 40%
PERCENT ENLISTED: 0	
PERCENT OFFICERS: 60%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	1102 - 40%
AVERAGE NUMBER OF TASKS PERFORMED: 166	
DAFSC DISTRIBUTION ENLISTED: N/A	CIVILIAN GRADE DISTRIBUTION:
	GM-13 - 40%

DAFSC DISTRIBUTION OFFICER:  
 6516 - 20%  
 6534 - 40%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
B130 Draft or write responses to self-inspection or IG discrepancy reports	100
F274 Advise subordinates on unit policies or procedures	100
F297 Draft or write civilian performance reports	100
J460 Analyze pricing support input, such as data from Defense Contract Administration Service (DCAS)	100
A95 Interpret regulations, manuals, supplements, or procedures	100
F301 Draft or write letters of appreciation or reprimand	100
F305 Draft or write records of personnel counseling sessions	90
O1283 Request contract audits	80
F296 Draft or write civilian job descriptions	80
F329 Select civilian personnel for employment	80
A64 Develop work methods or procedures	70
D200 Develop performance standards or elements	70

\* Less than .5 percent

TABLE A37

GROUP ID NUMBER AND TITLE: 0893, Operational Contracting Services and Construction Branch Chiefs

GROUP SIZE: 77 PERCENT OF SAMPLE: 2%

PERCENT MILITARY: 64% PERCENT CIVILIAN: 36%

PERCENT ENLISTED: 29%

PERCENT OFFICERS: 35%

AVERAGE ENLISTED GRADE: E-7 JOB SERIES DISTRIBUTION:

AVERAGE OFFICER GRADE: O-3 1102 - 35%

AVERAGE NUMBER OF TASKS PERFORMED: 296 1910 - 1%

DAFSC DISTRIBUTION ENLISTED:

65170 - 25%

65190 - 4%

CIVILIAN GRADE DISTRIBUTION:

GS-11 - 21% GM-14 - 1%

GS-12 - 9%

GM-13 - 5%

DAFSC DISTRIBUTION OFFICER:

6511 - 1%

6516 - 13%

6534 - 21%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F276 Approve or disapprove leaves or passes	96
C171 Present informal briefings	92
G334 Conduct on-the-job training (OJT)	91
N804 Advise customers or users on development of SOW, performance work standards (PWS), or specifications	88
F294 Determine work priorities for subordinates	83
F284 Certify civilian timecards	83
F274 Advise subordinates on unit policies or procedures	82
F304 Draft or write recommendations for decorations or awards	81
F291 Counsel incoming personnel	79
N820 Approve or disapprove DD Forms 350 (Individual Contracting Action Report (Over \$25,000))	78
N837 Evaluate D&Fs	78
N798 Advise buyers on potential Small or Disadvantaged Business procedures	77
C167 Prepare formal briefings	68

TABLE A38

GROUP ID NUMBER AND TITLE: 1033, Operational Contracting Services Branch Chiefs

GROUP SIZE: 15	PERCENT OF SAMPLE: *
PERCENT MILITARY: 53%	PERCENT CIVILIAN: 47%
PERCENT ENLISTED: 40%	
PERCENT OFFICERS: 13%	
AVERAGE ENLISTED GRADE: E-7	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 47%
AVERAGE NUMBER OF TASKS PERFORMED: 150	
DAFSC DISTRIBUTION ENLISTED: 65170 - 40%	CIVILIAN GRADE DISTRIBUTION: GS-11 - 20% GS-12 - 27%
DAFSC DISTRIBUTION OFFICER: 6516 - 7% 6534 - 7%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F276 Approve or disapprove leaves or passes	93
N803 Advise customers of ratification procedures	93
F274 Advise subordinates on unit policies or procedures	93
B124 Conduct unit self-inspections	87
N879 Determine method of solicitation, such as invitation for bids (IFB) or RFPs	87
N1038 Review abstracts of quotations, proposals, or bids	80
F327 Schedule leaves or passes	80
B130 Draft or write responses to self-inspection or IG discrepancy reports	73
N828 Approve or disapprove PR suspense or lead-time requests	73
N881 Determine negotiation positions or techniques	73

\* Less than .5 percent

TABLE A39

GROUP ID NUMBER AND TITLE: 1150, Base-Level Commodity and Small Purchase Branch Chiefs

GROUP SIZE: 24	PERCENT OF SAMPLE: *
PERCENT MILITARY: 83%	PERCENT CIVILIAN: 17%
PERCENT ENLISTED: 71%	
PERCENT OFFICERS: 12%	
AVERAGE ENLISTED GRADE: E-7	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 17%
AVERAGE NUMBER OF TASKS PERFORMED: 195	
DAFSC DISTRIBUTION ENLISTED	CIVILIAN GRADE DISTRIBUTION:
65100 - 8%    65190 - 4%	GS-09 - 13%
65150 - 4%	GS-10 - 4%
65170 - 54%	

DAFSC DISTRIBUTION OFFICER:  
6534 - 13%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F276 Approve or disapprove leaves or passes	96
N960 Evaluate sole source justifications	96
N1051 Review DD Forms 350	92
C151 Draft or write memoranda for record (MFR)	92
F291 Counsel incoming personnel	92
N1053 Review D0s	92
F297 Draft or write civilian performance reports	88
G334 Conduct on-the-job training (OJT)	88
F275 Approve or disapprove duty schedules	88
F298 Draft or write enlisted performance reports (EPRs)	88
F292 Counsel personnel on personal- or military-related matters	83
G350 Document training records	75

\* Less than .5 percent

TABLE A40

GROUP ID NUMBER AND TITLE: 0946, Major Systems Contracting Directors and Division Chiefs

GROUP SIZE: 21	PERCENT OF SAMPLE: *
PERCENT MILITARY: 86%	PERCENT CIVILIAN: 14%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 86%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-5	1102 - 14%
AVERAGE NUMBER OF TASKS PERFORMED: 77	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION ENLISTED: N/A	GM-14 - 14%
DAFSC DISTRIBUTION OFFICER:	
6516 - 38%	
6596 - 48%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F276 Approve or disapprove leaves or passes	95
F284 Certify civilian timecards	95
A10 Approve or disapprove contracts	90
F282 Assign personnel to additional duties or details	90
A97 Manually approve contracts within approved dollar thresholds	86
N979 Participate on acquisition strategy panels or acquisition review boards	86
F291 Counsel incoming personnel	76
P1316 Advise program office personnel on contracting feasibility of future designs or programs	76
F292 Counsel personnel on personal- or military-related matters	71
F297 Draft or write civilian performance reports	71
F294 Determine work priorities for subordinates	67

\* Less than .5 percent

TABLE A41

GROUP ID NUMBER AND TITLE: 0902, MAJCOM, SOA, and HQ USAF Level Contracting Directors and Division Chiefs

GROUP SIZE: 22

PERCENT OF SAMPLE: \*

PERCENT MILITARY: 73%

PERCENT CIVILIAN: 27%

PERCENT ENLISTED: 0%

PERCENT OFFICERS: 73%

AVERAGE ENLISTED GRADE: N/A

JOB SERIES DISTRIBUTION:

AVERAGE OFFICER GRADE: O-5

801 - 5%

AVERAGE NUMBER OF TASKS PERFORMED: 78

1102 - 23%

DAFSC DISTRIBUTION ENLISTED: N/A

CIVILIAN GRADE DISTRIBUTION:

DAFSC DISTRIBUTION OFFICER:

GM-13 - 5%

6511 - 5% 6591 - 5%

GM-14 - 9%

6516 - 27% 6596 - 36%

GM-15 - 14%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A5 Advise staff level agency personnel on methods of handling contracting requirements	91
A25 Approve or disapprove point, position, or talking papers	91
A54 Critique briefings or presentations	86
A44 Assign special projects to personnel for staffing actions	86
F276 Approve or disapprove leaves or passes	82
A63 Develop unit goals or objectives	82
A72 Draft or write point, position, or talking papers	82
A23 Approve or disapprove operating instructions (OIs)	73
F284 Certify civilian timecards	73

\* Less than .5 percent

TABLE A42

GROUP ID NUMBER AND TITLE: 0638, Contracting Commanders, Directors, and Division Chiefs

GROUP SIZE: 480	PERCENT OF SAMPLE: 10%
PERCENT MILITARY: 52%	PERCENT CIVILIAN: 48%
PERCENT ENLISTED: 2%	
PERCENT OFFICERS: 50%	
AVERAGE ENLISTED GRADE: E-7	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	801 - 21%      1150 - 1%
AVERAGE NUMBER OF TASKS PERFORMED: 142	896 - 3%      1910 - 5%
DAFSC DISTRIBUTION ENLISTED:	1102 - 18%
65170 - 1%	
65190 - 1%	
DAFSC DISTRIBUTION OFFICER:	CIVILIAN GRADE DISTRIBUTION:
6511 - 5%      6534 - 6%	GS-11 - 2%      GM-14 - 14%
6516 - 26%      6591 - 1%	GS-12 - 10%      GM-15 - 5%
6524 - 1%      6596 - 10%	GM-13 - 17%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F276 Approve or disapprove leaves or passes	95
C167 Prepare formal briefings	85
A63 Develop unit goals or objectives	80
F301 Draft or write letters of appreciation or reprimand	80
F316 Interview job applicants	77
F277 Approve or disapprove letters of appreciation or reprimand	76
B115 Analyze self-inspection reports	75
F325 Review personnel records	75
F327 Schedule leaves or passes	73
A95 Interpret regulations, manuals, supplements, or procedures	71
F329 Select civilian personnel for employment	71

TABLE A43

GROUP ID NUMBER AND TITLE: 1231, Air Logistics Center Contract Supervisors  
Independent Job Type

GROUP SIZE: 10	PERCENT OF SAMPLE: *
PERCENT MILITARY: 10%	PERCENT CIVILIAN: 90%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 10%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	801 - 20% 1106 - 30%
AVERAGE NUMBER OF TASKS PERFORMED: 33	1102 - 20% 1910 - 20%
DAFSC DISTRIBUTION ENLISTED: N/A	

DAFSC DISTRIBUTION OFFICER:	CIVILIAN GRADE DISTRIBUTION:
6516 - 10%	GS-07 - 30%

GS-12 - 30%
GM-13 - 30%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F284 Certify civilian timecards	100
F276 Approve or disapprove leaves or passes	100
F297 Draft or write civilian performance reports	100
F274 Advise subordinates on unit policies or procedures	90
C148 Distribute correspondence	80
F296 Draft or write civilian job descriptions	80
C168 Prepare informal briefings	80
F282 Assign personnel to additional duties or details	70
F301 Draft or write letters of appreciation or reprimand	70
C171 Present informal briefings	70

\* Less than .5 percent

TABLE A44

GROUP ID NUMBER AND TITLE: 0857, Procurement Analysts

GROUP SIZE: 10	PERCENT OF SAMPLE: *
PERCENT MILITARY: 10%	PERCENT CIVILIAN: 90%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 10%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1102 - 80%
AVERAGE NUMBER OF TASKS PERFORMED: 39	1106 - 10%
DAFSC DISTRIBUTION ENLISTED: N/A	
DAFSC DISTRIBUTION OFFICER: 6516 - 10%	CIVILIAN GRADE DISTRIBUTION: GS-07 - 10% GS-12 - 20% GS-09 - 10% GS-13 - 40% GS-11 - 10%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C164 Perform room or area security checks	90
C150 Draft or write correspondence, such as letters or messages for electrical transmissions	90
N1051 Review DD Forms 350	90
N1055 Review IFBs	90
N1056 Review input to acquisition plans	80
C167 Prepare formal briefings	80
N1065 Review source selection evaluation criteria	80
C168 Prepare informal briefings	70
N981 Participate on contract review committees	70
A95 Interpret regulations, manuals, supplements, or procedures	70

\* Less than .5 percent

TABLE A45

GROUP ID NUMBER AND TITLE: 0771, MAJCOM AND HQ USAF Level Contracting Staff

GROUP SIZE: 69	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 45%	PERCENT CIVILIAN: 55%
PERCENT ENLISTED: 7%	
PERCENT OFFICERS: 38%	
AVERAGE ENLISTED GRADE: E-8	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	801 - 3% 1150 - 6%
AVERAGE NUMBER OF TASKS PERFORMED: 55	1102 - 39% 1910 - 3%
DAFSC DISTRIBUTION ENLISTED:	1103 - 4%
65100 - 1%	
65170 - 3%	
65190 - 3%	
DAFSC DISTRIBUTION OFFICER:	CIVILIAN GRADE DISTRIBUTION:
6511 - 3%     6516 - 26%	GS-11 - 1%     GS-14 - 4%
6534 - 9%	GS-12 - 28%     GS-15 - 1%
	GS-13 - 10%     GM-13 - 6%
	GM-14 - 4%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A72 Draft or write point, position, or talking papers	99
A6 Advise subordinate units on changes to regulations, manuals, or supplements	94
A99 Participate in staff working groups	90
A95 Interpret regulations, manuals, supplements, or procedures	87
A73 Draft or write policy or procedure messages or letters	87
A76 Draft or write staff studies or staff summaries	83
A2 Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	81
C151 Draft or write memoranda for record (MFR)	80
A5 Advise staff level agency personnel on methods of handling contracting requirements	78
A52 Coordinate contracting policies or procedures with MAJCOM or Air Staff personnel	71

TABLE A46

GROUP ID NUMBER AND TITLE: 789, Resource Managers

GROUP SIZE: 12	PERCENT OF SAMPLE: *
PERCENT MILITARY: 41%	PERCENT CIVILIAN: 58%
PERCENT ENLISTED: 25%	
PERCENT OFFICERS: 16%	
AVERAGE ENLISTED GRADE: E-9	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	801 - 17%      1910 - 8%
AVERAGE NUMBER OF TASKS PERFORMED: 78	896 - 25%
DAFSC DISTRIBUTION ENLISTED: 65100 - 25%	1102 - 8%

DAFSC DISTRIBUTION OFFICER:  
6515 - 8%  
6534 - 8%

CIVILIAN GRADE DISTRIBUTION:  
GS-11 - 8%  
GS-12 - 50%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C167 Prepare formal briefings	100
C170 Present formal briefings	100
A95 Interpret regulations, manuals, supplements, or procedures	100
C168 Prepare informal briefings	92
C153 Draft or write trip reports	92
C171 Present informal briefings	83
A2 Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	83
A60 Develop organizational charts, graphs, or status boards	83
A87 Evaluate MAJCOM publications	75

TABLE A47

GROUP ID NUMBER AND TITLE: 0744, Central/Systems Staff Personnel

GROUP SIZE: 49	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 27%	PERCENT CIVILIAN: 73%
PERCENT ENLISTED: 2%	
PERCENT OFFICERS: 24%	
AVERAGE ENLISTED GRADE: E-7	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-5	801 - 33%      1150 - 2%
AVERAGE NUMBER OF TASKS PERFORMED: 34	896 - 12%      1910 - 22%
DAFSC DISTRIBUTION ENLISTED: 65170 - 2%	1102 - 4%

DAFSC DISTRIBUTION OFFICER: 6511 - 8%      6596 - 2%	CIVILIAN GRADE DISTRIBUTION:
6516 - 10%      6524 - 4%	GS-09 - 4%      GS-13 - 8%
	GS-10 - 2%      GS-15 - 2%
	GS-11 - 18%      GM-13 - 6%
	GS-12 - 31%      GM-14 - 2%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C171 Present informal briefings	98
C170 Present formal briefings	92
C167 Prepare formal briefings	90
C172 Proofread correspondence, forms, or reports	88
C151 Draft or write memoranda for record (MFR)	76
C150 Draft or write correspondence, such as letters or messages for electrical transmissions	71
A2 Advise or staff agency personnel on matters, such as capabilities, procedures, or programs	69

TABLE A48

GROUP ID NUMBER AND TITLE: 0750, Quality Assurance Inspection and Evaluation Personnel

GROUP SIZE: 17	PERCENT OF SAMPLE: *
PERCENT MILITARY: 47%	PERCENT CIVILIAN: 53%
PERCENT ENLISTED: 12%	
PERCENT OFFICERS: 35%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	801 - 6%      1910 - 24%
AVERAGE NUMBER OF TASKS PERFORMED: 59	1102 - 18%
DAFSC DISTRIBUTION ENLISTED:	1103 - 6%
65150 - 6%	
65170 - 6%	
DAFSC DISTRIBUTION OFFICER:	CIVILIAN GRADE DISTRIBUTION:
6516 - 24%	GS-09 - 6%      GS-13 - 6%
6534 - 12%	GS-11 - 24%
	GS-12 - 18%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
B126 Develop inspection checklists	94
B115 Analyze self-inspection reports	94
C168 Prepare informal briefings	82
C171 Present informal briefings	82
C170 Present formal briefings	82
B139 Review responses to inspection reports	82
B132 Evaluate inspection report findings	82
B131 Draft or write unit self-inspection reports	76
B133 Evaluate unit preparations for inspections or evaluations	76
B124 Conduct unit self-inspections	71
B125 Coordinate resolutions of problems identified during inspections with subordinate unit personnel	71

\* Less than .5 percent

TABLE A49

GROUP ID NUMBER AND TITLE: 0962, Contract and Manufacturing IG Personnel

GROUP SIZE: 10	PERCENT OF SAMPLE: *
PERCENT MILITARY: 100%	PERCENT CIVILIAN: 0%
PERCENT ENLISTED: 30%	
PERCENT OFFICERS: 70%	
AVERAGE ENLISTED GRADE: E-7	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	N/A
AVERAGE NUMBER OF TASKS PERFORMED: 25	
DAFSC DISTRIBUTION ENLISTED:	CIVILIAN GRADE DISTRIBUTION:
65170 - 10%	N/A
65190 - 20%	
DAFSC DISTRIBUTION OFFICER:	
6516 - 30%	
6534 - 40%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
B121 Conduct IG inspections	100
B128 Draft or write inspection reports, such as IG or SAVs	100
A2 Advise commanders or staff agency personnel on matters, such as capabilities, procedures, or programs	80
C167 Prepare formal briefings	70
C168 Prepare informal briefings	70
B115 Analyze self-inspection reports	70
B127 Develop inspection standards or criteria	70
B140 Review results of previous IG inspections, SAVs, or audits	60

\* Less than .5 percent

TABLE A50

GROUP ID NUMBER AND TITLE: 1116, Air Force Plant Representative Officer (AFPRO)  
Industrial Specialists and Engineers

GROUP SIZE: 15	PERCENT OF SAMPLE: *
PERCENT MILITARY: 27%	PERCENT CIVILIAN: 73%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 27%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	896 - 20%
AVERAGE NUMBER OF TASKS PERFORMED: 142	1150 - 53%
DAFSC DISTRIBUTION ENLISTED: N/A	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER: 6524 - 27%	GS-11 - 33% GS-12 - 40%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
K541 Conduct manufacturing or surveillance audits	100
K552 Coordinate production problems with contractors or SPO	100
K595 Evaluate contractors' production plans	100
C170 Present formal briefings	93
C171 Present informal briefings	93
K632 Participate in multifunctional zone evaluations (MZEs)	87
K652 Prepare production input to DD Forms 375	87
K659 Review contractor generated management reports	87
K663 Review contractors' production delivery schedules, such as aircraft ferry schedules	87
C144 Conduct unit orientation tours for new personnel	80
K553 Coordinate requirements for accelerated deliveries between local contractor and using activity	73

\* Less than .5 percent

TABLE A51

GROUP ID NUMBER AND TITLE: 1063, Quality Assurance and Manufacturing Management Directors

GROUP SIZE: 17	PERCENT OF SAMPLE: *
PERCENT MILITARY: 71%	PERCENT CIVILIAN: 29%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 71%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	896 - 18%
AVERAGE NUMBER OF TASKS PERFORMED: 139	1150 - 6%
DAFSC DISTRIBUTION ENLISTED: N/A	1910 - 6%
DAFSC DISTRIBUTION OFFICER:	CIVILIAN GRADE DISTRIBUTION:
6516 - 35%      6591 - 12%	GM-13 - 18%
6524 - 12%      6596 - 6%	GM-14 - 6%
6544 - 6%	GM-15 - 6%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C170 Present formal briefings	100
C171 Present informal briefings	100
C167 Prepare formal briefings	100
F284 Certify civilian timecards	94
K552 Coordinate production problems with contractors or SPO	94
K560 Determine impact of production problems on delivery schedules	94
F294 Determine work priorities for subordinates	88
F282 Assign personnel to additional duties or details	88
F274 Advise subordinates on unit policies or procedures	88
F282 Assign personnel to additional duties or details	88
A88 Evaluate OIs	82
A60 Develop organizational charts, graphs, or status boards	76
F275 Approve or disapprove duty schedules	76
A63 Develop unit goals or objectives	76
A25 Approve or disapprove point, position, or talking papers	71

\* Less than .5 percent

TABLE A52

GROUP ID NUMBER AND TITLE: 2186, Manufacturing and Quality Assurance Managers

GROUP SIZE: 14	PERCENT OF SAMPLE: *
PERCENT MILITARY: 50%	PERCENT CIVILIAN: 50%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 50%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	801 - 14%      1150 - 7%
AVERAGE NUMBER OF TASKS PERFORMED: 226	896 - 29%
DAFSC DISTRIBUTION ENLISTED: N/A	

DAFSC DISTRIBUTION OFFICER:	CIVILIAN GRADE DISTRIBUTION:
6511 - 7%      6524 - 7%	GS-12 - 36%
6516 - 29%      6544 - 7%	GS-13 - 14%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
K552 Coordinate production problems with contractors or SPO	100
K592 Evaluate contractors' management of manufacturing resources	100
K596 Evaluate contractors' progress in fabricating articles during development phases	100
K617 Evaluate prime contractors' subcontract management procedures	100
K541 Conduct manufacturing or surveillance audits	93
K589 Evaluate contractors' compliance with nonconformance disposition/corrective action reports	93
K594 Evaluate contractors' manufacturing technology processes	93
K635 Participate in program management review meetings	86
K615 Evaluate parts status for impact on production schedules	86
K561 Determine status of milestone accomplishments during preproduction phases	86
K567 Develop production and manufacturing surveillance milestones	86
K537 Conduct critical material or long lead-time analyses	86
K663 Review contractors' production delivery schedules, such as aircraft ferry schedules	79

\* Less than .5 percent

TABLE A53

GROUP ID NUMBER AND TITLE: 0881, Production and Manufacturing Managers

GROUP SIZE: 32	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 62%	PERCENT CIVILIAN: 38%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 62%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	801 - 9%
AVERAGE NUMBER OF TASKS PERFORMED: 86	896 - 29%
DAFSC DISTRIBUTION ENLISTED: N/A	
DAFSC DISTRIBUTION OFFICER:	CIVILIAN GRADE DISTRIBUTION:
6516 - 9%      6531 - 3%	GS-11 - 3%      GS-14 - 3%
6521 - 6%      6541 - 3%	GS-12 - 16%      GM-13 - 9%
6524 - 31%      6544 - 9%	GS-13 - 6%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
K552 Coordinate production problems with contractors or SPO	100
K595 Evaluate contractors' production plans	100
K593 Evaluate contractors' manufacturing or production management systems	97
K512 Advise contractors of production evaluation results	81
K592 Evaluate contractors' management of manufacturing resources	81
K594 Evaluate contractors' manufacturing technology processes	81
K602 Evaluate contractors' work measurement performance reports	78
K601 Evaluate contractors' technical capabilities during production	72
K572 Draft or write input to PRR plans	69

TABLE A54

GROUP ID NUMBER AND TITLE: 0458, Government-Owned Property and Equipment  
Administrators Independent Job Type

GROUP SIZE: 35 PERCENT OF SAMPLE: 1%

PERCENT MILITARY: 3% PERCENT CIVILIAN: 97%

PERCENT ENLISTED: 0%

PERCENT OFFICERS: 3%

AVERAGE ENLISTED GRADE: N/A

JOB SERIES DISTRIBUTION:

AVERAGE OFFICER GRADE: O-3

1102 - 6%

AVERAGE NUMBER OF TASKS PERFORMED: 65

1103 - 91%

DAFSC DISTRIBUTION ENLISTED: N/A

CIVILIAN GRADE DISTRIBUTION:

DAFSC DISTRIBUTION OFFICER:

GS-03 - 3% GS-11 - 34%

6534 - 3%

GS-07 - 3% GS-12 - 46%

GS-09 - 9% GM-13 - 3%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
L719 Evaluate utilization of Government-furnished materials	91
L703 Determine validity of Government property remaining with contractors	91
L717 Evaluate storage, disposition, or use of precious metals or hazardous materials	91
L726 Verify condition of GFP or GFE	89
L700 Determine contractors' responsibilities for loss, damage, or destruction to GFP, GFF, or GFE	86
L711 Evaluate property survey reports	83
L727 Verify status of residual or surplus property inventory at contract termination	74
L712 Evaluate recommendations for disposition of GFE, GFP, or materials	74
L701 Determine disposition of residual Government property or materials	71

TABLE A55

GROUP ID NUMBER AND TITLE: 1307, Contracting Data Systems Clerk

GROUP SIZE: 27 PERCENT OF SAMPLE: 1%  
 PERCENT MILITARY: 48% PERCENT CIVILIAN: 52%  
 PERCENT ENLISTED: 48%  
 PERCENT OFFICERS: 0%  
 AVERAGE ENLISTED GRADE: E-4 JOB SERIES DISTRIBUTION:  
 AVERAGE OFFICER GRADE: N/A 1102 - 7%  
 AVERAGE NUMBER OF TASKS PERFORMED: 16 1106 - 44%

## DAFSC DISTRIBUTION ENLISTED:

65130 - 4%  
 65150 - 37%  
 65170 - 7%

CIVILIAN GRADE DISTRIBUTION:  
 GS-04 - 19%  
 GS-05 - 33%

DAFSC DISTRIBUTION OFFICER: N/A

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H407 Review SFs 129 (Solicitation Mailing List Application) packages	96
H409 Tear down, collate, or distribute automated products	89
H398 Maintain bidders' mailing list	81
H389 Coordinate item descriptions or PR request clarifications with buyers or customers	67
H400 Match requests for quotations (RFQs) with abstracts	63
H404 Prepare quotation or PR folders	63
H408 Review SFs 129 amendment packages	63

TABLE A56

GROUP ID NUMBER AND TITLE: 0839, Contracting Data Systems Coordinators

GROUP SIZE: 14	PERCENT OF SAMPLE: *
PERCENT MILITARY: 0%	PERCENT CIVILIAN: 100%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1102 - 14%
AVERAGE NUMBER OF TASKS PERFORMED: 36	1106 - 86%
DAFSC DISTRIBUTION ENLISTED: N/A	
DAFSC DISTRIBUTION OFFICER: N/A	CIVILIAN GRADE DISTRIBUTION:
	GS-05 - 36%
	GS-06 - 21%
	GS-07 - 43%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C177 Type correspondence, reports, or forms	100
I411 Advise automated data processing equipment (ADPE) users of problems encountered during systems operations	100
I412 Advise ADPE users on automated systems operations	86
H399 Make additions, changes, or deletions to data bases	79
C148 Distribute correspondence	79
C172 Proofread correspondence, forms, or reports	79
G334 Conduct on-the-job training (OJT)	79
H384 Code data input for entry into automated data systems	71
H391 Coordinate systems problems with data automation personnel	71
H392 Determine corrective actions for problems identified on data systems listings	71

\* Less than .5 percent

TABLE A57

GROUP ID NUMBER AND TITLE: 0763, Base Contracting Automated Systems Clerks and Administrators

GROUP SIZE: 50

PERCENT OF SAMPLE: 1%

PERCENT MILITARY: 48%

PERCENT CIVILIAN: 52%

PERCENT ENLISTED: 48%

PERCENT OFFICERS: 0%

AVERAGE ENLISTED GRADE: E-5

JOB SERIES DISTRIBUTION:

AVERAGE OFFICER GRADE: N/A

1102 - 4%

AVERAGE NUMBER OF TASKS PERFORMED: 42

1106 - 48%

DAFSC DISTRIBUTION ENLISTED:

65130 - 4%

CIVILIAN GRADE DISTRIBUTION:

65150 - 22%

GS-04 - 10% GS-06 - 10%

65170 - 22%

GS-05 - 24% GS-07 - 8%

DAFSC DISTRIBUTION OFFICER: N/A

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H409 Tear down, collate, or distribute automated products with buyers or customers	94
H395 File automated data systems listings	86
H410 Verify transaction logs	86
H391 Coordinate systems problems with data automation personnel	86
I411 Advise automated data processing equipment (ADPE) users of problems encountered during systems operations	78
H399 Make additions, changes, or deletions to data bases	76
I412 Advise ADPE users on automated systems operations	76
H404 Prepare quotation or PR folders	72
H392 Determine corrective actions for problems identified on data systems listings	72
H380 Analyze automated procurement systems generated management reports	66

TABLE A58

GROUP ID NUMBER AND TITLE: 0551, Systems Management Branch Chiefs

GROUP SIZE: 45	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 67%	PERCENT CIVILIAN: 33%
PERCENT ENLISTED: 56%	
PERCENT OFFICERS: 11%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-2	1102 - 33%
AVERAGE NUMBER OF TASKS PERFORMED: 103	
DAFSC DISTRIBUTION ENLISTED:	
65100 - 4%     65190 - 4%	CIVILIAN GRADE DISTRIBUTION:
65150 - 7%	GS-07 - 4%    GS-12 - 2%
65170 - 40%	GS-09 - 20%   GM-13 - 4%
	GS-11 - 2%
DAFSC DISTRIBUTION OFFICER:	
6531 - 4%	
6534 - 7%	

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H380 Analyze automated procurement systems generated management reports	100
F276 Approve or disapprove leaves or passes	84
H391 Coordinate systems problems with data automation personnel	84
H394 Evaluate automated data systems products for trends	80
H379 Advise commanders on Base Contracting Automated System (BCAS) support functions	78
H392 Determine corrective actions for problems identified on data systems listings	76
I415 Assign password or user numbers for ADPE systems entry	71
C171 Present informal briefings	69
A64 Develop work methods or procedures	69
C168 Prepare informal briefings	69
F296 Draft or write civilian job descriptions	69
F297 Draft or write civilian performance reports	69

TABLE A59

GROUP ID NUMBER AND TITLE: 1584, Data Systems Maintenance Analysts

GROUP SIZE: 16	PERCENT OF SAMPLE: *
PERCENT MILITARY: 6%	PERCENT CIVILIAN: 94%
PERCENT ENLISTED: 6%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: E-6	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	896 - 25%      1106 - 19%
AVERAGE NUMBER OF TASKS PERFORMED: 54	1102 - 44%      1910 - 6%
DAFSC DISTRIBUTION ENLISTED: 65170 - 6%	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER: N/A	GS-05 - 6%      GS-11 - 6%
	GS-07 - 13%      GS-12 - 56%
	GS-09 - 13%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
I411 Advise automated data processing equipment (ADPE) users of problems encountered during systems operations	100
I412 Advise ADPE users on automated systems operations	100
I420 Coordinate automated data systems requirements with data systems personnel or using activities	88
I456 Troubleshoot automated data systems software	81
H381 Analyze software changes or updates	81
I416 Compile results of automated data systems studies	81
I414 Analyze output from automated data systems modification tests	75
I426 Determine data systems automation requirements, such as replacement of software or hardware	75
I442 Evaluate requests for new products or modifications to existing data systems	75
I453 Review computer output products for prescribed formats	75
I415 Assign password or user numbers for ADPE systems entry	69
I451 Respond to automated systems inquiries	69
A73 Draft or write policy or procedure messages or letters	63
I422 Coordinate modifications to on-line automated data systems with design center	63

\* Less than .5 percent

TABLE A60

GROUP ID NUMBER AND TITLE: 1209, Quality Assurance Supervisors

GROUP SIZE: 36

PERCENT OF SAMPLE: 1%

PERCENT MILITARY: 6%

PERCENT CIVILIAN: 94%

PERCENT ENLISTED: 0%

PERCENT OFFICERS: 6%

AVERAGE ENLISTED GRADE: N/A

JOB SERIES DISTRIBUTION:

AVERAGE OFFICER GRADE: O-2

1910 - 94%

AVERAGE NUMBER OF TASKS PERFORMED: 130

CIVILIAN GRADE DISTRIBUTION:

DAFSC DISTRIBUTION ENLISTED: N/A

GS-11 - 6% GM-14 - 6%

DAFSC DISTRIBUTION OFFICER:

GS-12 - 64% GM-15 - 3%

6511 - 3%

GM-13 - 17%

6531 - 3%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
M742 Determine status of contractors' progress in correcting QA problems	94
M754 Evaluate adequacy of contractors' QA procedures	92
M731 Analyze adequacy of corrective actions to quality assurance (QA) discrepancies	92
F284 Certify civilian timecards	92
M733 Analyze quality assurance information system (QAIS) report data	81
F276 Approve or disapprove leaves or passes	89
F294 Determine work priorities for subordinates	89
F297 Draft or write civilian performance reports	86
M778 Perform QAIS data trend analyses	81
M785 Review contractors' QA reports	81
A88 Evaluate OIs	78
F316 Interview job applicants	78
A71 Draft or write OIs	75

TABLE A61

GROUP ID NUMBER AND TITLE: 1117, Air Force Contract Management Division and Major Systems QA and Production Specialists

GROUP SIZE: 69	PERCENT OF SAMPLE: 1%
PERCENT MILITARY: 3%	PERCENT CIVILIAN: 97%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 3%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-3	1910 - 97%
AVERAGE NUMBER OF TASKS PERFORMED: 140	
DAFSC DISTRIBUTION ENLISTED: N/A	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER: 6534 - 3%	GS-02 - 1% GS-12 - 20%
	GS-09 - 6%
	GS-11 - 70%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
M767 Identify QA deficiencies	94
M754 Evaluate adequacy of contractors' QA procedures	93
M731 Analyze adequacy of corrective actions to quality assurance (QA) discrepancies	91
M742 Determine status of contractors' progress in correcting QA problems	88
M785 Review contractors' QA reports	88
M759 Evaluate corrective action plans to contractor deficiency reports	88
M784 Review contractors' QA departmental instructions	83
M763 Evaluate QA program plans	81
M748 Draft or write QA letters of rejection for nonconformance actions	80
M761 Evaluate input to MDRs or quality deficiency reports (QDRs)	77
M733 Analyze quality assurance information system (QAIS) report data	74

TABLE A62

GROUP ID NUMBER AND TITLE: 1118, AFPRO QA Specialists

GROUP SIZE: 116	PERCENT OF SAMPLE: 2%
PERCENT MILITARY: 0%	PERCENT CIVILIAN: 100%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1910 - 100%
AVERAGE NUMBER OF TASKS PERFORMED: 57	
DAFSC DISTRIBUTION ENLISTED: N/A	CIVILIAN GRADE DISTRIBUTION:
	GS-04 - 1% GS-11 - 78%
DAFSC DISTRIBUTION OFFICER: N/A	GS-07 - 1% GS-12 - 3%
	GS-09 - 17%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
M777 Perform product inspection verification (PIV) reviews	91
M754 Evaluate adequacy of contractors' QA procedures	90
M794 Verify contractors' compliance with corrective action plans to contractor deficiency reports	88
M783 Review contractors' documentation for compliance with military standards	85
M776 Perform product discipline evaluation (PDE) reviews	83
M786 Review current certification of contractors' personnel for special processes, such as soldering	80
M758 Evaluate contractors' QA evaluation procedures and requirements	72
M759 Evaluate corrective action plans to contractor deficiency reports	72
K588 Evaluate contractors' compliance with inspection procedures	71

TABLE A63

GROUP ID NUMBER AND TITLE: 1246, Limited QA Specialists

GROUP SIZE: 22	PERCENT OF SAMPLE: *
PERCENT MILITARY: 0%	PERCENT CIVILIAN: 100%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	1910 - 100%
AVERAGE NUMBER OF TASKS PERFORMED: 26	
DAFSC DISTRIBUTION ENLISTED: N/A	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER: N/A	GS-07 - 5%
	GS-09 - 14%
	GS-11 - 82%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
M793 Verify configuration and calibration of tools and equipment	100
M777 Perform product inspection verification (PIV) reviews	95
M776 Perform product discipline evaluation (PDE) reviews	91
M792 Verify compliance with MGIs	82
M767 Identify QA deficiencies	73
M786 Review current certification of contractors' personnel for special processes, such as soldering	68
M791 Verify compliance with contractors' corrective action plans	64

\* Less than .5 percent

## TABLE A64

GROUP ID NUMBER AND TITLE: 0747, Correspondence Preparation and Contract Modification Clerks

GROUP SIZE: 12	PERCENT OF SAMPLE: *
PERCENT MILITARY: 25%	PERCENT CIVILIAN: 75%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 25%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	1102 - 8%
AVERAGE NUMBER OF TASKS PERFORMED: 34	1106 - 67%
DAFSC DISTRIBUTION ENLISTED: N/A	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER:	GS-05 - 25% GS-08 - 8%
6511 - 8%	GS-06 - 8%
6534 - 17%	GS-07 - 33%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C177 Type correspondence, reports, or forms	100
C172 Proofread correspondence, forms, or reports	92
C148 Distribute correspondence	92
C146 Determine priority and disposition of correspondence or messages	83
C147 Distribute contract documents to appropriate units, such as production, quality, or legal	75
C151 Draft or write memoranda for record (MFR)	75
C163 Maintain unclassified files	75
C150 Draft or write correspondence, such as letters or messages for electrical transmissions	75
N903 Draft or write modifications to contracts	67

\* Less than .5 percent

TABLE A65

GROUP ID NUMBER AND TITLE: 1004, Contract Correspondence Preparation and Document Specialists

GROUP SIZE: 128	PERCENT OF SAMPLE: 3%
PERCENT MILITARY: 2%	PERCENT CIVILIAN: 98%
PERCENT ENLISTED: 1%	
PERCENT OFFICERS: 1%	
AVERAGE ENLISTED GRADE: E-5	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	1102 - 3%
AVERAGE NUMBER OF TASKS PERFORMED: 13	1105 - 2%
DAFSC DISTRIBUTION ENLISTED: 65150 - 1%	1106 - 93%

DAFSC DISTRIBUTION OFFICER: 6531 - 1%	CIVILIAN GRADE DISTRIBUTION:
	GS-04 - 34% GS-07 - 3%
	GS-05 - 56% GS-12 - 1%
	GS-06 - 4%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C177 Type correspondence, reports, or forms	98
C172 Proofread correspondence, forms, or reports	93
C148 Distribute correspondence	84
C162 Maintain supply of blank forms	72
C163 Maintain unclassified files	70
C165 Post changes to publications	57

TABLE A66

GROUP ID NUMBER AND TITLE: 1251, Briefing Preparation Specialists

GROUP SIZE: 15	PERCENT OF SAMPLE: 0%
PERCENT MILITARY: 0%	PERCENT CIVILIAN: 100%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 0%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: N/A	896 - 13% 1910 - 20%
AVERAGE NUMBER OF TASKS PERFORMED: 13	1106 - 67%
DAFSC DISTRIBUTION ENLISTED: N/A	CIVILIAN GRADE DISTRIBUTION:
DAFSC DISTRIBUTION OFFICER: N/A	GS-04 - 13% GS-09 - 27%
	GS-05 - 47% GS-12 - 7%
	GS-06 - 7%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C177 Type correspondence, reports, or forms	93
C168 Prepare informal briefings	93
C167 Prepare formal briefings	93
C169 Prepare status boards, charts, or graphs	80
C172 Proofread correspondence, forms, or reports	67

TABLE A67

GROUP ID NUMBER AND TITLE: 0842, Briefing Specialists Independent Job Type

GROUP SIZE: 21	PERCENT OF SAMPLE: *
PERCENT MILITARY: 10%	PERCENT CIVILIAN: 90%
PERCENT ENLISTED: 0%	
PERCENT OFFICERS: 10%	
AVERAGE ENLISTED GRADE: N/A	JOB SERIES DISTRIBUTION:
AVERAGE OFFICER GRADE: O-4	801 - 33% 1910 - 29%
AVERAGE NUMBER OF TASKS PERFORMED: 16	896 - 19%
DAFSC DISTRIBUTION ENLISTED: N/A	1102 - 10%
DAFSC DISTRIBUTION OFFICER:	CIVILIAN GRADE DISTRIBUTION:
6516 - 5%	GS-09 - 10% GS-13 - 10%
6534 - 5%	GS-11 - 29% GM-14 - 10%
	GS-12 - 33%

THE FOLLOWING TASKS ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
C168 Prepare informal briefings	95
C170 Present formal briefings	95
C167 Prepare formal briefings	95
C171 Present informal briefings	90
C169 Prepare status boards, charts, or graphs	67

\* Less than .5 percent